

Message

**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 5/2/2017 2:41:55 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]  
**BCC:** Westenberger, Andrea [Westenberger.Andrea@epa.gov]  
**Subject:** Questions from the Regions on V-V  
  
**Importance:** High

Donna,

I spoke with Andrea Westenberger this morning because the regions had a couple of questions:

1. **Ex. 5 - Deliberative Process**
2. **Ex. 5 - Deliberative Process**

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Boxton, Troy [Boxton.Troy@epa.gov]  
**Sent:** 6/12/2017 12:51:02 PM  
**To:** Mick, David [Mick.David@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Young, Debbie [young.debbie@epa.gov]; Fox, Diane [fox.diane@epa.gov]; Denmark, Christina [Denmark.Chris@epa.gov]; Johnston, Angela [johnston.angela@epa.gov]; Jones, Sara [jones.sara@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Crum, Kim [Crum.Kim@epa.gov]; Engebretson, Elizabeth [Engebretson.Lizabeth@epa.gov]; Lucero, Anthony [Lucero.Anthony@epa.gov]; Moore, Bobby [Moore.Bobby@epa.gov]; Walsh, Ed [Walsh.Ed@epa.gov]; Barnett, Howard [Barnett.Howard@epa.gov]; Cortez, Abdullah [cortez.abdullah@epa.gov]; RHRO [RHRO@epa.gov]; OHR PMOs [OHR\_PMOs@epa.gov]  
**CC:** Stanton, Rachel [stanton.rachel@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** Temporary Hold on all Reorganizations

Greetings Everyone,

There is a temporary suspension of all reorganizations effectively immediately due to VERA/VSIP for EPA. The suspension will continue through the current VERA VSIP period of September 30, 2017. If there is a change to the current suspension, all customers will be notified. When the suspension is lifted, all existing reorganizations will continue where it had left off. We appreciate your patience and understanding during this time.

*Troy Boxton, MBA  
Management Analyst  
Office of Administration & Resource Management  
1200 Pennsylvania Ave., N.W.  
Room 1419 WJC East MC-3600A  
Washington, D.C. 20460  
Office: (202) 564-7419  
Fax: (202) 564-1928  
[boxton.troy@epa.gov](mailto:boxton.troy@epa.gov)*

**To:** Soward, Ruth-Alene[Soward.Ruth-Alene@epa.gov]; Martinez, Gwendolyn[Martinez.Gwendolyn@epa.gov]  
**Cc:** Smith, Susan[Smith.Susan@epa.gov]; Milton, Laura[Milton.Laura@epa.gov]; Braxton, Marilyn[Braxton.Marilyn@epa.gov]; Barber, Anthony[Barber.Anthony@epa.gov]; RHRO[RHRO@epa.gov]; OHR PMOs[OHR\_PMOs@epa.gov]  
**From:** Lesperance, Twanna  
**Sent:** Wed 5/17/2017 9:36:43 PM  
**Subject:** RE: communicating with staff around V/V proposals?

Thanks Ruth!

***Twanna Lesperance, Assistant Director, AMS, PMO***

***Office of Administrative and Executive Services***

***Office of the Administrator, EPA***

***202-564-0419 (Desk)***

***lesperance.twanna@epa.gov***

**From:** Soward, Ruth-Alene  
**Sent:** Wednesday, May 17, 2017 4:55 PM  
**To:** Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>  
**Cc:** Smith, Susan <Smith.Susan@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; RHRO <RHRO@epa.gov>; OHR PMOs <OHR\_PMOs@epa.gov>  
**Subject:** RE: communicating with staff around V/V proposals?

I did send a note to Debbi Hart. Haven't heard back. I'm sure she's swamped!

Ruth

**From:** Martinez, Gwendolyn  
**Sent:** Wednesday, May 17, 2017 4:31 PM

**To:** Lesperance, Twanna <[Lesperance.Twanna@epa.gov](mailto:Lesperance.Twanna@epa.gov)>; Soward, Ruth-Alene <[Soward.Ruth-Alene@epa.gov](mailto:Soward.Ruth-Alene@epa.gov)>

**Cc:** Smith, Susan <[Smith.Susan@epa.gov](mailto:Smith.Susan@epa.gov)>; Milton, Laura <[Milton.Laura@epa.gov](mailto:Milton.Laura@epa.gov)>; Braxton, Marilyn <[Braxton.Marilyn@epa.gov](mailto:Braxton.Marilyn@epa.gov)>; Barber, Anthony <[Barber.Anthony@epa.gov](mailto:Barber.Anthony@epa.gov)>; RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>; OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>

**Subject:** RE: communicating with staff around V/V proposals?

Agreed. We are all waiting.

**From:** Lesperance, Twanna

**Sent:** Tuesday, May 16, 2017 9:45 AM

**To:** Soward, Ruth-Alene <[Soward.Ruth-Alene@epa.gov](mailto:Soward.Ruth-Alene@epa.gov)>

**Cc:** Smith, Susan <[Smith.Susan@epa.gov](mailto:Smith.Susan@epa.gov)>; Milton, Laura <[Milton.Laura@epa.gov](mailto:Milton.Laura@epa.gov)>; Braxton, Marilyn <[Braxton.Marilyn@epa.gov](mailto:Braxton.Marilyn@epa.gov)>; Barber, Anthony <[Barber.Anthony@epa.gov](mailto:Barber.Anthony@epa.gov)>; RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>; OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>

**Subject:** Re: communicating with staff around V/V proposals?

Good idea Ruth. Thanks.

Respectfully,

Twanna Lesperance, Assistant Director, PMO

AO, OAES, Administrative Management Staff

202-564-0419

On May 16, 2017, at 9:43 AM, Soward, Ruth-Alene <[Soward.Ruth-Alene@epa.gov](mailto:Soward.Ruth-Alene@epa.gov)> wrote:

Staff are asking for information about what's going on, which is neither unreasonable nor unexpected. Since OHR is coordinating the agency's consolidated proposal, perhaps they can share the communication plan and timeline so we know when information will be or can be shared. If no one else has done so, I'll sent a note to Debbi Hart.

Ruth Alene Soward, Director



Office of Resource and Information Management

Office of the Chief Financial Officer

202-566-0985 phone; 202-669-1876 mobile; Ex. 6 - Personal Privacy ifax

Mail Code 2710A

On May 16, 2017, at 9:24 AM, Lesperance, Twanna <[Lesperance.Twanna@epa.gov](mailto:Lesperance.Twanna@epa.gov)> wrote:

All,

Same with AO, unless something changed during my absence.

Respectfully,

Twanna Lesperance, Assistant Director, PMO

AO, OAES, Administrative Management Staff

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On May 16, 2017, at 8:12 AM, Smith, Susan <[Smith.Susan@epa.gov](mailto:Smith.Susan@epa.gov)> wrote:

Agree, same with OLEM.

## Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

**Ex. 6 - Personal Privacy** (cell)

202-566-6324 (fax)

[Follow OLEM](#) on Twitter [@EPALand](#)

**From:** Milton, Laura

**Sent:** Monday, May 15, 2017 5:47 PM

**To:** Braxton, Marilyn <[Braxton.Marilyn@epa.gov](mailto:Braxton.Marilyn@epa.gov)>; Barber, Anthony <[Barber.Anthony@epa.gov](mailto:Barber.Anthony@epa.gov)>; RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>; OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>

**Subject:** RE: communicating with staff around V/V proposals?

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**To:** [Barber, Anthony](#); [RHRO](#); [OHR PMOs](#)

**Subject:** RE: communicating with staff around V/V proposals?

OEI is not planning to share the proposal until it is officially approved. But I'm interested in hearing what others are doing.

Regards!

Marilyn A. Braxton

202-564-8192

202-236-3228 (mobile)

**Website:** OEI's HR Corner

**From:** Barber, Anthony  
**Sent:** Monday, May 15, 2017 5:32 PM  
**To:** RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>; OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>  
**Subject:** communicating with staff around V/V proposals?

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Anthony L. Barber, PE  
Acting Human Capital Officer and Manager, HRF Unit

Director, Oregon Operations Office  
US EPA Region 10  
805 SW Broadway, Suite 500  
Portland, OR 97205

503-326-6890 (phone)  
503-326-3399 (fax)  
[barber.anthony@epa.gov](mailto:barber.anthony@epa.gov)

**To:** Smith, Susan[Smith.Susan@epa.gov]; Monroe, Scott[Monroe.Scott@epa.gov]; Torrez, Alfredo[Torrez.Alfredo@epa.gov]; Braxton, Marilyn[Braxton.Marilyn@epa.gov]; Cunningham, Dennis[Cunningham.Dennis@epa.gov]; Graf, Kate[Graf.Kate@epa.gov]; Jablonski, Janice[jablonski.janice@epa.gov]; Lesperance, Twanna[Lesperance.Twanna@epa.gov]; Soward, Ruth-Alene[Soward.Ruth-Alene@epa.gov]; Vaughan, Pat[Vaughan.Pat@epa.gov]  
**From:** Martinez, Gwendolyn  
**Sent:** Mon 7/10/2017 2:41:40 PM  
**Subject:** RE: PMO monthly brown bag

I have a conflict but will try to make it if I can.

**From:** Smith, Susan  
**Sent:** Monday, July 10, 2017 10:05 AM  
**To:** Monroe, Scott <Monroe.Scott@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Graf, Kate <Graf.Kate@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>  
**Subject:** RE: PMO monthly brown bag

Thanks!!

# Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy

202-566-6324 (fax)

Follow OLEM on Twitter @EPALand

**From:** Monroe, Scott

**Sent:** Monday, July 10, 2017 9:30 AM

**To:** Smith, Susan <[Smith.Susan@epa.gov](mailto:Smith.Susan@epa.gov)>; Torrez, Alfredo <[Torrez.Alfredo@epa.gov](mailto:Torrez.Alfredo@epa.gov)>; Braxton, Marilyn <[Braxton.Marilyn@epa.gov](mailto:Braxton.Marilyn@epa.gov)>; Cunningham, Dennis <[Cunningham.Dennis@epa.gov](mailto:Cunningham.Dennis@epa.gov)>; Graf, Kate <[Graf.Kate@epa.gov](mailto:Graf.Kate@epa.gov)>; Jablonski, Janice <[jablonski.janice@epa.gov](mailto:jablonski.janice@epa.gov)>; Lesperance, Twanna <[Lesperance.Twanna@epa.gov](mailto:Lesperance.Twanna@epa.gov)>; Martinez, Gwendolyn <[Martinez.Gwendolyn@epa.gov](mailto:Martinez.Gwendolyn@epa.gov)>; Soward, Ruth-Alene <[Soward.Ruth-Alene@epa.gov](mailto:Soward.Ruth-Alene@epa.gov)>; Vaughan, Pat <[Vaughan.Pat@epa.gov](mailto:Vaughan.Pat@epa.gov)>

**Subject:** RE: PMO monthly brown bag

I'm available and the room is, too. I'll go ahead and move it to today.

Scott

**From:** Smith, Susan

**Sent:** Monday, July 10, 2017 8:54 AM

**To:** Monroe, Scott <[Monroe.Scott@epa.gov](mailto:Monroe.Scott@epa.gov)>; Torrez, Alfredo <[Torrez.Alfredo@epa.gov](mailto:Torrez.Alfredo@epa.gov)>; Braxton, Marilyn <[Braxton.Marilyn@epa.gov](mailto:Braxton.Marilyn@epa.gov)>; Cunningham, Dennis <[Cunningham.Dennis@epa.gov](mailto:Cunningham.Dennis@epa.gov)>; Graf, Kate <[Graf.Kate@epa.gov](mailto:Graf.Kate@epa.gov)>; Jablonski, Janice <[jablonski.janice@epa.gov](mailto:jablonski.janice@epa.gov)>; Lesperance, Twanna <[Lesperance.Twanna@epa.gov](mailto:Lesperance.Twanna@epa.gov)>; Martinez, Gwendolyn <[Martinez.Gwendolyn@epa.gov](mailto:Martinez.Gwendolyn@epa.gov)>; Soward, Ruth-Alene <[Soward.Ruth-Alene@epa.gov](mailto:Soward.Ruth-Alene@epa.gov)>; Vaughan, Pat <[Vaughan.Pat@epa.gov](mailto:Vaughan.Pat@epa.gov)>

**Subject:** RE: PMO monthly brown bag

Do you all want to get together today instead of Wednesday?? Just wondering about some of the V/V mechanics since this is my first time going through this.

Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

**Ex. 6 - Personal Privacy**

202-566-6324 (fax)

[Follow OLEM](#) on Twitter @EPALand

-----Original Appointment-----

**From:** Monroe, Scott

**Sent:** Tuesday, March 21, 2017 3:02 PM

**To:** Monroe, Scott; Torrez, Alfredo; Braxton, Marilyn; Cunningham, Dennis; Graf, Kate; Jablonski, Janice; Lesperance, Twanna; Martinez, Gwendolyn; Smith, Susan; Soward, Ruth-Alene; Vaughan, Pat

**Subject:** PMO monthly brown bag

**When:** Wednesday, July 12, 2017 12:00 PM-1:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** DCRoomARN1332Poly/DC-ARN-OAR

This is an open agenda for HQ Program Management Officials. Feel free to suggest topics before or during the meeting.

**To:** Martinez, Gwendolyn[Martinez.Gwendolyn@epa.gov]; Lesperance, Twanna[Lesperance.Twanna@epa.gov]  
**Cc:** Smith, Susan[Smith.Susan@epa.gov]; Milton, Laura[Milton.Laura@epa.gov]; Braxton, Marilyn[Braxton.Marilyn@epa.gov]; Barber, Anthony[Barber.Anthony@epa.gov]; RHRO[RHRO@epa.gov]; OHR PMOs[OHR\_PMOs@epa.gov]  
**From:** Soward, Ruth-Alene  
**Sent:** Wed 5/17/2017 8:54:34 PM  
**Subject:** RE: communicating with staff around V/V proposals?

I did send a note to Debbi Hart. Haven't heard back. I'm sure she's swamped!

Ruth

**From:** Martinez, Gwendolyn  
**Sent:** Wednesday, May 17, 2017 4:31 PM  
**To:** Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>  
**Cc:** Smith, Susan <Smith.Susan@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; RHRO <RHRO@epa.gov>; OHR PMOs <OHR\_PMOs@epa.gov>  
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Agreed. We are all waiting.

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**Cc:** Smith, Susan <Smith.Susan@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; RHRO <RHRO@epa.gov>; OHR PMOs <OHR\_PMOs@epa.gov>  
**Subject:** Re: communicating with staff around V/V proposals?

Good idea Ruth. Thanks.

Respectfully,

Twanna Lesperance, Assistant Director, PMO

AO, OAES, Administrative Management Staff

202-564-0419

On May 16, 2017, at 9:43 AM, Soward, Ruth-Alene <[Soward.Ruth-Alene@epa.gov](mailto:Soward.Ruth-Alene@epa.gov)> wrote:

Staff are asking for information about what's going on, which is neither unreasonable nor unexpected. Since OHR is coordinating the agency's consolidated proposal, perhaps they can share the communication plan and timeline so we know when information will be or can be shared. If no one else has done so, I'll sent a note to Debbi Hart.

Ruth Alene Soward, Director

Office of Resource and Information Management

Office of the Chief Financial Officer

## **Ex. 6 - Personal Privacy**

Mail Code 2710A

On May 16, 2017, at 9:24 AM, Lesperance, Twanna <[Lesperance.Twanna@epa.gov](mailto:Lesperance.Twanna@epa.gov)> wrote:

All,

Same with AO, unless something changed during my absence.

Respectfully,

Twanna Lesperance, Assistant Director, PMO

AO, OAES, Administrative Management Staff

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Agree, same with OLEM.

# Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

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Ex. 6 - Personal Privacy

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[Follow OLEM](#) on Twitter @EPALand

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**Subject:** RE: communicating with staff around V/V proposals?

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Regards!

Marilyn A. Braxton

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**Website:** OEI's HR Corner

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**To:** RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>; OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>  
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Anthony L. Barber, PE  
Acting Human Capital Officer and Manager, HRF Unit

Director, Oregon Operations Office  
US EPA Region 10  
805 SW Broadway, Suite 500  
Portland, OR 97205

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503-326-3399 (fax)  
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Office of Resource and Information Management

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## Susan

Susan Smith, Director

Organizational Management and Integrity Staff

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503-326-6890 (phone)  
503-326-3399 (fax)  
[barber.anthony@epa.gov](mailto:barber.anthony@epa.gov)

Message

---

**From:** Price, Patricia [price.patricia@epa.gov]  
**Sent:** 5/16/2017 1:47:16 PM  
**To:** Barber, Anthony [Barber.Anthony@epa.gov]; RHRO [RHRO@epa.gov]; OHR PMOs [OHR\_PMOs@epa.gov]  
**Subject:** RE: communicating with staff around V/V proposals?

The same for R7. Awaiting further approval and confirmation.

Pat Price  
Human Resources Officer  
EPA – Region 7  
Office of Policy & Management  
Human Capital Management Branch  
11201 Renner Blvd  
Lenexa, KS 66219  
913 551-7575  
Price.patricia@epa.gov

---

**From:** Barber, Anthony  
**Sent:** Monday, May 15, 2017 4:32 PM  
**To:** RHRO <RHRO@epa.gov>; OHR PMOs <OHR\_PMOs@epa.gov>  
**Subject:** communicating with staff around V/V proposals?

Does anyone have an idea of when our collective proposals for VERA/VSIP should/will be available to our rank and file employees? Not clear to me. Are folks planning to share what is sent in on 5/24? Any thought of sharing with staff at the 6/30 point, or sooner? Just thinking about communications strategies and timing.

Anthony L. Barber, PE  
Acting Human Capital Officer and Manager, HRF Unit  
Director, Oregon Operations Office  
US EPA Region IO  
805 SW Broadway, Suite 500  
Portland, OR 97205

503-326-6890 (phone)  
503-326-3399 (fax)  
[barber.anthony@epa.gov](mailto:barber.anthony@epa.gov)



**To:** Soward, Ruth-Alene[Soward.Ruth-Alene@epa.gov]  
**Cc:** Smith, Susan[Smith.Susan@epa.gov]; Milton, Laura[Milton.Laura@epa.gov]; Braxton, Marilyn[Braxton.Marilyn@epa.gov]; Barber, Anthony[Barber.Anthony@epa.gov]; RHRO[RHRO@epa.gov]; OHR PMOs[OHR\_PMOs@epa.gov]  
**From:** Lesperance, Twanna  
**Sent:** Tue 5/16/2017 1:45:12 PM  
**Subject:** Re: communicating with staff around V/V proposals?

Good idea Ruth. Thanks.

Respectfully,  
Twanna Lesperance, Assistant Director, PMO  
AO, OAES, Administrative Management Staff  
202-564-0419

On May 16, 2017, at 9:43 AM, Soward, Ruth-Alene <[Soward.Ruth-Alene@epa.gov](mailto:Soward.Ruth-Alene@epa.gov)> wrote:

Staff are asking for information about what's going on, which is neither unreasonable nor unexpected. Since OHR is coordinating the agency's consolidated proposal, perhaps they can share the communication plan and timeline so we know when information will be or can be shared. If no one else has done so, I'll sent a note to Debbi Hart.

Ruth Alene Soward, Director  
Office of Resource and Information Management  
~~Office of the Chief Financial Officer~~

**Ex. 6 - Personal Privacy**

Mail Code 2710A

On May 16, 2017, at 9:24 AM, Lesperance, Twanna <[Lesperance.Twanna@epa.gov](mailto:Lesperance.Twanna@epa.gov)> wrote:

All,

Same with AO, unless something changed during my absence.

Respectfully,  
Twanna Lesperance, Assistant Director, PMO  
AO, OAES, Administrative Management Staff  
202-564-0419

On May 16, 2017, at 8:12 AM, Smith, Susan <[Smith.Susan@epa.gov](mailto:Smith.Susan@epa.gov)> wrote:

Agree, same with OLEM.

# Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy

Follow [OLEM](#) on Twitter [@EPALand](#)

**From:** Milton, Laura

**Sent:** Monday, May 15, 2017 5:47 PM

**To:** Braxton, Marilyn <[Braxton.Marilyn@epa.gov](mailto:Braxton.Marilyn@epa.gov)>; Barber, Anthony <[Barber.Anthony@epa.gov](mailto:Barber.Anthony@epa.gov)>; RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>; OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>

**Subject:** RE: communicating with staff around V/V proposals?

OECA generally announced the agency's intention to develop a proposal for consideration but we are not planning to share our draft plan with staff.

Sent from my Windows Phone

---

**From:** [Braxton, Marilyn](#)

**Sent:** 5/15/2017 5:36 PM

**To:** Barber, Anthony; RHRO; OHR PMOs

**Subject:** RE: communicating with staff around V/V proposals?

OEI is not planning to share the proposal until it is officially approved. But I'm interested in hearing what others are doing.

Regards!

Marilyn A. Braxton

202-564-8192

## **Ex. 6 - Personal Privacy**

**Website:** OEI's HR Corner

**From:** Barber, Anthony

**Sent:** Monday, May 15, 2017 5:32 PM

**To:** RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>; OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>

**Subject:** communicating with staff around V/V proposals?

Does anyone have an idea of when our collective proposals for VERA/VSIP should/will be available to our rank and file employees? Not clear to me. Are folks planning to share what is sent in on 5/24? Any thought of sharing with staff at the 6/30 point, or sooner? Just thinking about communications strategies and timing.

Anthony L. Barber, PE  
Acting Human Capital Officer and Manager, HRF Unit

Director, Oregon Operations Office  
US EPA Region 10  
805 SW Broadway, Suite 500  
Portland, OR 97205

503-326-6890 (phone)  
503-326-3399 (fax)  
[barber.anthony@epa.gov](mailto:barber.anthony@epa.gov)



Message

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**From:** Petrole, Maryann [Petrole.Maryann@epa.gov]  
**Sent:** 6/21/2017 6:39:28 PM  
**To:** Jablonski, Janice [jablonski.janice@epa.gov]  
**Subject:** FW: OARM Retirement VERA VSIP Eligibility  
**Attachments:** OARM Retirement VERA VSIP Eligibility.xlsx

Jan,

This is what I used for the V/V drill. After talking with you I believe to ensure that all the eligible people are aware that when we get final OPM/OMB approval that the notice/memo goes out to everybody  
Just to be safe. Thank you for your continued support.

Maryann

---

**From:** Showman, John  
**Sent:** Thursday, March 23, 2017 2:34 PM  
**To:** Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Polk, Denise <Polk.Denise@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Coogan, Daniel <Coogan.Daniel@epa.gov>  
**Subject:** OARM Retirement VERA VSIP Eligibility

Attached is a detailed listing by OARM Organization of employees and their eligibility for retirement, VERA, and VSIP. **This is an OARM all report so this is for your eyes only.** The order of information is as follows:

IO; OROM, EAB, ALJ, OA, CINN, OHR, RTP, OAM, OGD

**To:** Jablonski, Janice[jablonski.janice@epa.gov]  
**Cc:** Patel, Aster[Patel.Aster@epa.gov]  
**From:** Coomber, Robert  
**Sent:** Wed 6/21/2017 6:03:51 PM  
**Subject:** RE: OA All Hands, Tuesday, June 27, 2017 930-1000 B-200 WJC-W

Thanks. Is there a calendar invite?

Robert D. Coomber

Senior Labor Attorney

Labor and Employee Relations Division

Desk Phone: (202) 564-0955

Cell Phone: Ex. 6 - Personal Privacy

coomber.robert@epa.gov

**From:** Jablonski, Janice  
**Sent:** Wednesday, June 21, 2017 1:59 PM  
**To:** Coomber, Robert <coomber.robert@epa.gov>  
**Subject:** Fwd: OA All Hands, Tuesday, June 27, 2017 930-1000 B-200 WJC-W

OA had scheduled an all-hands on V/V. Please invite the Union. Thanks.

Sent from my iPhone

Begin forwarded message:

**From:** "Petrole, Maryann" <Petrole.Maryann@epa.gov>  
**Date:** June 21, 2017 at 1:44:39 PM EDT  
**To:** "Jablonski, Janice" <jablonski.janice@epa.gov>  
**Subject:** OA All Hands, Tuesday, June 27, 2017 930-1000 B-200 WJC-W

Thank you for letting LER know. All of our V/Vs are AFGE. The FMDS area.

Maryann Petrole, Deputy Director

Office of Administration

EPA/OARM/OA

WJC-North, 5340-X

202-564-4938 (work)

Ex. 6 - Personal Privacy (cell)

**To:** Jablonski, Janice[jablonski.janice@epa.gov]  
**From:** Cross, Melinda  
**Sent:** Thur 6/1/2017 8:18:59 PM  
**Subject:** FW: Agency's Workforce Shaping through Voluntary Early Retirement and Separation Incentive Payment Authorities (VERA/VSIP)

Have you been working on this with your fellow OARM folks?

---

Melinda D. Cross  
Policy Planning & Evaluation Division (PPED)

Office of Customer Advocacy, Policy & Portfolio Management (OCAPPM)  
U.S. Environmental Protection Agency  
(202) 564-1384 (phone)

Ex. 6 - Personal Privacy

**From:** MassMailer  
**Sent:** Thursday, June 01, 2017 3:20 PM  
**To:** MassMailer <massmailer@epa.gov>  
**Subject:** Agency's Workforce Shaping through Voluntary Early Retirement and Separation Incentive Payment Authorities (VERA/VSIP)





**SUBJECT:** Agency's Workforce Shaping through Voluntary Early Retirement and Separation Incentive Payment Authorities (VERA/VSIP)

**FROM:** Mike Flynn  
Acting Deputy Administrator

**TO:** All EPA Employees

Dear Colleagues,

In my April 17, 2017 memo to EPA senior management, I announced that we were beginning steps to initiate an early out/buyout program with a goal to complete the program by the end of September 2017. I wanted to give you an update on the current status and upcoming steps on the program.

Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payment Authority (VSIP), often referred to as early outs and buy outs, can help us realign our workforce to meet changing mission requirements and move toward new models of work. The authority encourages voluntary separations and helps the Agency complete workforce restructuring with minimal disruption to the workforce.

#### Current Status

The Agency has begun a workforce reshaping effort in which headquarters and regional offices are reviewing their current organizations and analyzing where they can achieve efficiencies. As a result of these analyses, the Agency is planning to use VERA/VSIP where it makes sense and where it is aligned with these efficiencies. We will be working with the Agency's labor unions as we go through the VERA/VSIP process.

Headquarters and regional offices currently are working on VERA/VSIP business cases for their respective organizations. Our Office of Human Resources staff will review and consolidate these business cases into one agency-wide business case which will be submitted to the Office of Personnel Management (OPM) and the Office of Management and Budget (OMB) for approval.

In developing our VERA/VSIP business case, we are considering multiple factors including increasing supervisor to staff ratio; consolidating support functions; restructuring or reducing highly graded supervisory and non-supervisory positions; focusing on core business functions, programmatic and STEM priorities, and consolidating and streamlining programs and functions. Details on the selection criteria for employees in the pool are still being worked out.

### Next Steps

We plan to submit our agency-wide VERA/VSIP business case to OPM/OMB for approval later in June, and will work closely with OPM/OMB to help expedite the review process. We will provide you information on what positions will be included in the VERA/VSIP program as soon as possible, likely sometime in July. We expect a limited number of employees will be offered VERA/VSIP, and those who accept a VERA/VSIP offer must leave the Agency by early September 2017.

Please look for additional VERA/VSIP information from your organization's senior leadership soon. In the interim, I have provided you with some helpful links below.

Many thanks for your continued commitment to EPA's mission and public service. I am very proud to work alongside you.

OPM' S VERA/VSIP links:

<http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-early-retirement-authority/>


<http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-separation-incentive-payments/>

EPA's VERA/VSIP link: <http://intranet.epa.gov/policy/buyouts/index.htm>

Message

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**From:** Lemley, Lauren [Lemley.Lauren@epa.gov]  
**Sent:** 7/7/2017 3:02:40 PM  
**To:** Jablonski, Janice [jablonski.janice@epa.gov]  
**Subject:** V/V Email List  
**Attachments:** V-V Emails.docx

Email list is attached all  in the targeted pool are accounted for. Working on tables now.

Lauren Lemley  
Office of Resources, Operations and Management, OARM  
202-564-1290

**To:** Jablonski, Janice[jablonski.janice@epa.gov]  
**From:** Jefferson, Gayle  
**Sent:** Wed 6/21/2017 2:43:49 PM  
**Subject:** FMSD

Can you send me the list of FMSD/OA names that will be offered V/V?

Thank you.

Gayle

Gayle L. Jefferson

Director

Facilities Management and Services Division (FMSD)

OA/OARM/USEPA

Main Number: (202)564-2030

Direct Number: (202)564-1630

Cell Number: **Ex. 6 - Personal Privacy**

**To:** Jablonski, Janice[jablonski.janice@epa.gov]  
**From:** Hembrey, Cheri  
**Sent:** Fri 7/7/2017 2:18:51 PM  
**Subject:** RE: URGENT - Response Needed by Noon Monday, July 10, 2017

Hi Jan,

OHR does not have any staff on extended leave.

We do, however, have a few on extended or full-time Telework, see below. If you need the addresses of the employees whom are teleworking, please let me know.

Eddie Gonzales

Lisa Matluk

Wayne White

Kristen Arel

Have a great day,

Cheri' M. Hembrey, Director

EPA OHR/PMS

202/564-6223

Ex. 6 - Personal Privacy (mobile)

[hembrey.cheri@epa.gov](mailto:hembrey.cheri@epa.gov)

Please excuse the large type, as it is for my benefit. Thank you.

**From:** Jablonski, Janice

**Sent:** Friday, July 07, 2017 7:18 AM

**To:** Collard, Erin <Collard.Erin@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Burnett-Bakr, Robbin <Burnett-Bakr.Robbin@epa.gov>; Fletcher, Linda <Fletcher.Linda@epa.gov>; Hublar, Jennifer <Hublar.Jennifer@epa.gov>

**Cc:** Hardy, Michael <Hardy.Michael@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>

**Subject:** URGENT - Response Needed by Noon Monday, July 10, 2017

All: in preparation for the upcoming notice regarding VERA/VSIP offerings, I need a list of employees who are currently on extended leave. Please send names and current addresses. I will need your response no later than noon on Monday, July 10. Thanks and let me know if you have any questions.

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)



**To:** Jablonski, Janice[jablonski.janice@epa.gov]  
**From:** Fletcher, Linda  
**Sent:** Fri 7/7/2017 1:42:57 PM  
**Subject:** RE: URGENT - Response Needed by Noon Monday, July 10, 2017

Welcome.

Linda M. Fletcher, Program Analyst

Office of Grants and Debarment

Resources Management Staff

(202) 564-1901



**From:** Jablonski, Janice  
**Sent:** Friday, July 07, 2017 9:16 AM  
**To:** Fletcher, Linda <Fletcher.Linda@epa.gov>  
**Cc:** Polk, Denise <Polk.Denise@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>  
**Subject:** RE: URGENT - Response Needed by Noon Monday, July 10, 2017

Thanks Linda!

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A



Room 3353A WJCN

(202) 564-9922

**Ex. 6 - Personal Privacy** (cell)

**From:** Fletcher, Linda  
**Sent:** Friday, July 07, 2017 9:10 AM  
**To:** Jablonski, Janice <[jablonski.janice@epa.gov](mailto:jablonski.janice@epa.gov)>  
**Cc:** Polk, Denise <[Polk.Denise@epa.gov](mailto:Polk.Denise@epa.gov)>; Neal, Kerry <[neal.kerry@epa.gov](mailto:neal.kerry@epa.gov)>  
**Subject:** RE: URGENT - Response Needed by Noon Monday, July 10, 2017

Hello Jan, OGD has no employees on extended leave. Thank you.

Linda M. Fletcher, Program Analyst

Office of Grants and Debarment

Resources Management Staff

(202) 564-1901



**From:** Jablonski, Janice  
**Sent:** Friday, July 07, 2017 7:18 AM  
**To:** Collard, Erin <[Collard.Erin@epa.gov](mailto:Collard.Erin@epa.gov)>; Scola, Jennifer <[Scola.Jennifer@epa.gov](mailto:Scola.Jennifer@epa.gov)>; Hembrey, Cheri <[Hembrey.Cheri@epa.gov](mailto:Hembrey.Cheri@epa.gov)>; Collins, BJ <[Collins.BJ@epa.gov](mailto:Collins.BJ@epa.gov)>; Burnett-Bakr, Robbin <[Burnett-Bakr.Robbin@epa.gov](mailto:Burnett-Bakr.Robbin@epa.gov)>; Fletcher, Linda <[Fletcher.Linda@epa.gov](mailto:Fletcher.Linda@epa.gov)>; Hublar, Jennifer <[Hublar.Jennifer@epa.gov](mailto:Hublar.Jennifer@epa.gov)>  
**Cc:** Hardy, Michael <[Hardy.Michael@epa.gov](mailto:Hardy.Michael@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>; Legare, Pamela <[Legare.Pamela@epa.gov](mailto:Legare.Pamela@epa.gov)>; Neal, Kerry <[neal.kerry@epa.gov](mailto:neal.kerry@epa.gov)>; Petrole, Maryann <[Petrole.Maryann@epa.gov](mailto:Petrole.Maryann@epa.gov)>  
**Subject:** URGENT - Response Needed by Noon Monday, July 10, 2017

All: in preparation for the upcoming notice regarding VERA/VSIP offerings, I need a list of employees who are currently on extended leave. Please send names and current addresses. I will need your response no later than noon on Monday, July 10. Thanks and let me know if you have any questions.

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

Message

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**From:** Fletcher, Linda [Fletcher.Linda@epa.gov]  
**Sent:** 7/7/2017 1:09:36 PM  
**To:** Jablonski, Janice [jablonski.janice@epa.gov]  
**CC:** Polk, Denise [Polk.Denise@epa.gov]; Neal, Kerry [neal.kerry@epa.gov]  
**Subject:** RE: URGENT - Response Needed by Noon Monday, July 10, 2017

Hello Jan, OGD has no employees on extended leave. Thank you.

Linda M. Fletcher, Program Analyst  
Office of Grants and Debarment  
Resources Management Staff  
(202) 564-1901



---

**From:** Jablonski, Janice  
**Sent:** Friday, July 07, 2017 7:18 AM  
**To:** Collard, Erin <Collard.Erin@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Burnett-Bakr, Robbin <Burnett-Bakr.Robbin@epa.gov>; Fletcher, Linda <Fletcher.Linda@epa.gov>; Hublar, Jennifer <Hublar.Jennifer@epa.gov>  
**Cc:** Hardy, Michael <Hardy.Michael@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>  
**Subject:** URGENT - Response Needed by Noon Monday, July 10, 2017

All: in preparation for the upcoming notice regarding VERA/VSIP offerings, I need a list of employees who are currently on extended leave. Please send names and current addresses. I will need your response no later than noon on Monday, July 10. Thanks and let me know if you have any questions.

Jan Jablonski, Director  
Administrative Operations and Stewardship Division  
Office of Resources, Operations and Management  
Office of Administration and Resources Management  
3102A  
Room 3353A WJCN  
(202) 564-9922

Ex. 6 - Personal Privacy (cell)

**To:** Jablonski, Janice[jablonski.janice@epa.gov]  
**From:** Vaughan, Pat  
**Sent:** Tue 4/18/2017 2:57:19 PM  
**Subject:** FW: EPA Workforce Reshaping Information

## Ex. 5 - Deliberative Process

FYI

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

[OARS Website](#)

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

## Ex. 5 - Deliberative Process

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. **Ex. 5 - Deliberative Process**
2. **Ex. 5 - Deliberative Process**
3. **Ex. 5 - Deliberative Process**

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,

Donna

List of Attachments

1. 

**Ex. 5 - Deliberative Process**
2. 

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**
3. 

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**
4. 

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**
5. 

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

-

Message

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**From:** Shanahan, Katherine [Shanahan.Katherine@epa.gov]  
**Sent:** 6/30/2017 2:13:40 PM  
**To:** Pastalove, Barbara [Pastalove.Barbara@epa.gov]; Rubel, Robert [Rubel.Robert@epa.gov]; McManus, Catharine [mcmanus.catharine@epa.gov]; Burrows, Eileen [BURROWS.EILEEN@EPA.GOV]; Schwartz, Barbara [Schwartz.Barbara@epa.gov]; Sanders, Amy [Sanders.Amy@epa.gov]; Breneman, Sara [breneman.sara@epa.gov]; Marlinga, Richard [marlinga.richard@epa.gov]; Rodriguez, Ray [Rodriguez.Ray@epa.gov]; Hill, Troy [Hill.Troy@epa.gov]; Price, Patricia [price.patricia@epa.gov]; Fowler, Joshua [Fowler.Joshua@epa.gov]; Lane, Vicki [Lane.Vicki@epa.gov]; Barber, Anthony [Barber.Anthony@epa.gov]; OCFO-SBO [OCFOSBO@epa.gov]; OCFO-Regional-Comptroller [OCFORegionalComptroller@epa.gov]; OHR PMOs [OHR\_PMOs@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]; Remmers, Janet [Remmers.Janet@epa.gov]; Baden, Beth [Baden.Beth@epa.gov]; Klinker, Wendy [Klinker.Wendy@epa.gov]; Ajabi, Laurel [Ajabi.Laurel@epa.gov]  
**CC:** McDonald, James [McDonald.James@epa.gov]; Kenyon, Michael [Kenyon.Michael@epa.gov]  
**Subject:** V/V Budget Tables update information  
**Attachments:** v and v budget information tables v3.docx

Good Morning Everyone

As Janet and Carol promised on yesterday's conference calls, please find attached the V/V Budget Tables update. In addition to the table template, Janet has included some Best Practices and clarified that the calculations should be based on the

**Ex. 5 - Deliberative Process**

If you were unable to make the call and are unclear as to your next steps, please feel free to call me at 617-918-1619 and I will explain what was discussed during the call. If you have specific finance questions, Janet Remmers at 202-564-0548, is taking the lead for OCFO on the budget portion of the V/V submission.

Please Note: I went through every message that indicated yesterday's meeting invite had been forwarded. I typed in the names individually and while some added to the Address list, most did not. It appears that their names already appeared on either the Budget Officer Mail list or the Comptroller Mail list. Thus, if you do not see their individual name above, rest assured they were not missed!

Thank you

Kathie Shanahan  
Human Resource Officer  
EPA New England Region 1  
617-918-1619

**To:** Jablonski, Janice[jablonski.janice@epa.gov]; Lemley, Lauren[Lemley.Lauren@epa.gov]  
**From:** Coogan, Daniel  
**Sent:** Fri 6/30/2017 1:51:07 PM  
**Subject:** RE: V/V Budget Tables update information

Is there an email list for the PMOs and the RHROs? Apparently, the Region 1 RHRO hasn't sent what Janet is sending out to the budget community out to the HR community.

Dan

Director, Resources, Analysis and Planning Division

Office of Resources, Operations and Management, OARM

o: 202-564-1862

c: **Ex. 6 - Personal Privacy**

SEE – PHS – OARM Budget – RAPD

**From:** Jablonski, Janice  
**Sent:** Friday, June 30, 2017 8:46 AM  
**To:** Coogan, Daniel <Coogan.Daniel@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>  
**Cc:** Hardy, Michael <Hardy.Michael@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** Re: V/V Budget Tables update information

Thanks Dan. Lauren - make ours as close as you can without spending too much time on it (no more than an hour). If Lynnann is ok with it, send it to Carol T and Janet and copy all of us. Lynnann is supposed to be in today. Thanks.

Sent from my iPhone

On Jun 30, 2017, at 8:21 AM, Coogan, Daniel <Coogan.Daniel@epa.gov> wrote:

I think our footnoting format works but here's more detail from OB . . .



Dan

Director, Resources, Analysis and Planning Division

Office of Resources, Operations and Management, OARM

o: 202-564-1862

c: **Ex. 6 - Personal Privacy**

SEE – PHS – OARM Budget – RAPD

**From:** Remmers, Janet

**Sent:** Friday, June 30, 2017 8:21 AM

**To:** OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller  
<OCFORegionalComptroller@epa.gov>

**Subject:** RE: V/V Budget Tables update information

As I now have had a chance to read through the V/V business case document, I have a couple of “best practices” suggestions.

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

<image001.jpg>

Footnote format examples. The amount of detail in the footnotes can vary. Provide as much explanation as you feel is necessary.:

<image003.jpg>

<image007.jpg>

<image008.jpg>

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: **Ex. 6 - Personal Privacy**

**From:** Remmers, Janet

**Sent:** Thursday, June 29, 2017 6:42 PM

**To:** OCFO-SBO <[OCFOSBO@epa.gov](mailto:OCFOSBO@epa.gov)>; OCFO-Regional-Comptroller  
<[OCFORegionalComptroller@epa.gov](mailto:OCFORegionalComptroller@epa.gov)>

**Subject:** FW: V/V Budget Tables update information

Here is the information for updating the V/V budget tables that we talked about on the conf call today.

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: **Ex. 6 - Personal Privacy**

**From:** Remmers, Janet

**Sent:** Thursday, June 29, 2017 6:18 PM

**To:** Shanahan, Katherine <[Shanahan.Katherine@epa.gov](mailto:Shanahan.Katherine@epa.gov)>

**Cc:** Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>; Beth Baden ([Baden.Beth@epa.gov](mailto:Baden.Beth@epa.gov))  
<[Baden.Beth@epa.gov](mailto:Baden.Beth@epa.gov)>

**Subject:** V/V Budget Tables update information

Kathie,

Attached is the information for the V/V Budget **Ex. 5 - Deliberative Process** updates.

Thank you for getting this out to the Budget, PMO and HRO communities that were on the conference call today.

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: **Ex. 6 - Personal Privacy**

**To:** Jablonski, Janice[jablonski.janice@epa.gov]; Lemley, Lauren[Lemley.Lauren@epa.gov]  
**From:** Coogan, Daniel  
**Sent:** Fri 6/30/2017 12:21:42 PM  
**Subject:** FW: V/V Budget Tables update information

I think our footnoting format works but here's more detail from OB . . .

Dan

Director, Resources, Analysis and Planning Division

Office of Resources, Operations and Management, OARM

o: 202-564-1862

**Ex. 6 - Personal Privacy**

SEE – PHS – OARM Budget – RAPD

**From:** Remmers, Janet  
**Sent:** Friday, June 30, 2017 8:21 AM  
**To:** OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller  
<OCFORegionalComptroller@epa.gov>  
**Subject:** RE: V/V Budget Tables update information

As I now have had a chance to read through the V/V business case document, I have a couple of “best practices” suggestions.

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

necessary.

## **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

Footnote format examples. The amount of detail in the footnotes can vary. Provide as much explanation as you feel is necessary.:

## **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

# Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: **Ex. 6 - Personal Privacy**

**From:** Remmers, Janet

**Sent:** Thursday, June 29, 2017 6:42 PM

**To:** OCFO-SBO <[OCFOSBO@epa.gov](mailto:OCFOSBO@epa.gov)>; OCFO-Regional-Comptroller



<OCFORegionalComptroller@epa.gov>

**Subject:** FW: V/V Budget Tables update information

Here is the information for updating the V/V budget tables that we talked about on the conf call today.

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: **Ex. 6 - Personal Privacy**

**From:** Remmers, Janet

**Sent:** Thursday, June 29, 2017 6:18 PM

**To:** Shanahan, Katherine <Shanahan.Katherine@epa.gov>

**Cc:** Terris, Carol <Terris.Carol@epa.gov>; Beth Baden (Baden.Beth@epa.gov)  
<Baden.Beth@epa.gov>

**Subject:** V/V Budget Tables update information

Kathie,

Attached is the information for the V/V Budget Tables updates.

Thank you for getting this out to the Budget, PMO and HRO communities that were on the conference call today.

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws:

**Ex. 6 - Personal Privacy**

**To:** Jablonski, Janice[jablonski.janice@epa.gov]; Lemley, Lauren[Lemley.Lauren@epa.gov]  
**From:** Coogan, Daniel  
**Sent:** Fri 6/30/2017 12:06:19 PM  
**Subject:** FW: V/V Budget Tables update information  
v and v budget information tables v2.docx

I think we're in good shape on all of these.

**Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

Dan

Director, Resources, Analysis and Planning Division

Office of Resources, Operations and Management, OARM

o: 202-564-1862

c: **Ex. 6 - Personal Privacy**

SEE – PHS – OARM Budget – RAPD

**From:** Remmers, Janet  
**Sent:** Thursday, June 29, 2017 6:42 PM  
**To:** OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller  
<OCFORegionalComptroller@epa.gov>  
**Subject:** FW: V/V Budget Tables update information

Here is the information for updating the V/V budget tables that we talked about on the conf call today.

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: Ex. 6 - Personal Privacy

**From:** Remmers, Janet  
**Sent:** Thursday, June 29, 2017 6:18 PM  
**To:** Shanahan, Katherine <[Shanahan.Katherine@epa.gov](mailto:Shanahan.Katherine@epa.gov)>  
**Cc:** Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>; Beth Baden ([Baden.Beth@epa.gov](mailto:Baden.Beth@epa.gov))  
<[Baden.Beth@epa.gov](mailto:Baden.Beth@epa.gov)>  
**Subject:** V/V Budget Tables update information

Kathie,

Attached is the information for the V/V Budget Tables updates.

Thank you for getting this out to the Budget, PMO and HRO communities that were on the conference call today.

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: Ex. 6 - Personal Privacy

Message

---

**From:** Lemley, Lauren [Lemley.Lauren@epa.gov]  
**Sent:** 6/29/2017 8:54:35 PM  
**To:** Jablonski, Janice [jablonski.janice@epa.gov]  
**Subject:** FW: Updated V/V budget information  
**Attachments:** OARM V-V Budget Info Tables 6.29.2017\_DC.docx

FYI, Dan made the change.

Lauren Lemley  
Office of Resources, Operations and Management, OARM  
202-564-1290

---

**From:** Coogan, Daniel  
**Sent:** Thursday, June 29, 2017 4:53 PM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Cc:** Hardy, Michael <Hardy.Michael@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>  
**Subject:** RE: Updated V/V budget information

I made two minor changes.

Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

Dan  
Director, Resources, Analysis and Planning Division  
Office of Resources, Operations and Management, OARM  
o: 202-564-1862  
c: 202-355-4943  
SEE – PHS – OARM Budget – RAPD

---

**From:** Hitchens, Lynnann  
**Sent:** Thursday, June 29, 2017 4:39 PM  
**To:** Coogan, Daniel <Coogan.Daniel@epa.gov>  
**Cc:** Hardy, Michael <Hardy.Michael@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>  
**Subject:** FW: Updated V/V budget information

Hi – do you want to check this?

Lynnann Hitchens  
Acting Director, Office of Resources, Operations and Management  
Office of Administration and Resources Management  
P: 202-564-3184  
M: 202-617-0738

---

**From:** Lemley, Lauren  
**Sent:** Thursday, June 29, 2017 4:37 PM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>  
**Subject:** Updated V/V budget information

Hi,

Please see the updated budget information based on the call and our conversation earlier. I tried to put footnotes, so that you would know where my math came from. Thanks!

Lauren Lemley  
Office of Resources, Operations and Management, OARM  
202-564-1290

Message

---

**From:** Jablonski, Janice [jablonski.janice@epa.gov]  
**Sent:** 6/2/2017 1:41:35 PM  
**To:** Cross, Melinda [Cross.Melinda@epa.gov]  
**Subject:** Re: Agency's Workforce Shaping through Voluntary Early Retirement and Separation Incentive Payment Authorities (VERA/VSIP)

Everyone is working on it.

Sent from my iPhone

On Jun 1, 2017, at 4:19 PM, Cross, Melinda <[Cross.Melinda@epa.gov](mailto:Cross.Melinda@epa.gov)> wrote:

Have you been working on this with your fellow OARM folks?

---

Melinda D. Cross  
Policy Planning & Evaluation Division (PPED)  
Office of Customer Advocacy, Policy & Portfolio Management (OCAPPM)  
U.S. Environmental Protection Agency  
(202) 564-1384 (phone)  
(202) 697-1571 (BB)

---

**From:** MassMailer  
**Sent:** Thursday, June 01, 2017 3:20 PM  
**To:** MassMailer <[massmailer@epa.gov](mailto:massmailer@epa.gov)>  
**Subject:** Agency's Workforce Shaping through Voluntary Early Retirement and Separation Incentive Payment Authorities (VERA/VSIP)

<image001.jpg>

**SUBJECT:** Agency's Workforce Shaping through Voluntary Early Retirement and Separation Incentive Payment Authorities (VERA/VSIP)  
**FROM:** Mike Flynn  
Acting Deputy Administrator  
**TO:** All EPA Employees

Dear Colleagues,

In my April 17, 2017 memo to EPA senior management, I announced that we were beginning steps to initiate an early out/buyout program with a goal to complete the program by the end of September 2017. I wanted to give you an update on the current status and upcoming steps on the program.

Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payment Authority (VSIP), often referred to as early outs and buy outs, can help us realign our workforce to meet changing mission requirements and move toward new models of work. The authority encourages voluntary

separations and helps the Agency complete workforce restructuring with minimal disruption to the workforce.

#### Current Status

The Agency has begun a workforce reshaping effort in which headquarters and regional offices are reviewing their current organizations and analyzing where they can achieve efficiencies. As a result of these analyses, the Agency is planning to use VERA/VSIP where it makes sense and where it is aligned with these efficiencies. We will be working with the Agency's labor unions as we go through the VERA/VSIP process.

Headquarters and regional offices currently are working on VERA/VSIP business cases for their respective organizations. Our Office of Human Resources staff will review and consolidate these business cases into one agency-wide business case which will be submitted to the Office of Personnel Management (OPM) and the Office of Management and Budget (OMB) for approval.

In developing our VERA/VSIP business case, we are considering multiple factors including increasing supervisor to staff ratio; consolidating support functions; restructuring or reducing highly graded supervisory and non-supervisory positions; focusing on core business functions, programmatic and STEM priorities, and consolidating and streamlining programs and functions. Details on the selection criteria for employees in the pool are still being worked out.

#### Next Steps

We plan to submit our agency-wide VERA/VSIP business case to OPM/OMB for approval later in June, and will work closely with OPM/OMB to help expedite the review process. We will provide you information on what positions will be included in the VERA/VSIP program as soon as possible, likely sometime in July. We expect a limited number of employees will be offered VERA/VSIP, and those who accept a VERA/VSIP offer must leave the Agency by early September 2017.

Please look for additional VERA/VSIP information from your organization's senior leadership soon. In the interim, I have provided you with some helpful links below.

Many thanks for your continued commitment to EPA's mission and public service. I am very proud to work alongside you.

OPM's VERA/VSIP links:

<http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-early-retirement-authority/>

<http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-separation-incentive-payments/>

EPA's VERA/VSIP link: <http://intranet.epa.gov/policy/buyouts/index.htm>



Message

---

**From:** Jablonski, Janice [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=54F7E998B02C426B9D7579ADDEED0B7D-JJABLONS]  
**Sent:** 4/18/2017 2:17:29 PM  
**To:** Vaughan, Pat [Vaughan.Pat@epa.gov]  
**Subject:** RE: Missed conversation with Vaughan, Pat

Not sure whether we have received a revised template, but, if there were something to be working on, I feel pretty certain it would be communicated pretty quickly.

Jan Jablonski, Director  
Administrative Operations and Stewardship Division  
Office of Resources, Operations and Management  
Office of Administration and Resources Management  
3102A  
Room 3353A WJCN  
(202) 564-9922

Ex. 6 - Personal Privacy (cell)

---

**From:** Vaughan, Pat [mailto:vaughan.pat@epa.gov]  
**Sent:** Tuesday, April 18, 2017 9:35 AM  
**To:** Vaughan, Pat <Vaughan.Pat@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>  
**Subject:** Missed conversation with Vaughan, Pat

Vaughan, Pat 9:32 AM:

Hey there! I was told by Sr. Leadership last week that we would be getting a new template from OPM for VERA/VSIP packages by yesterday....any info on this? They keep asking me if I have it yet.....

Message

---

**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 7/18/2017 8:11:58 PM  
**To:** Lapierre, Kenneth [Lapierre.Kenneth@epa.gov]  
**Subject:** Fwd: VERA VSIP Applications Received

Sent from my iPhone

Begin forwarded message:

**From:** "Helm, Arron" <Helm.Arron@epa.gov>  
**Date:** July 18, 2017 at 4:10:45 PM EDT  
**To:** "Showman, John" <Showman.John@epa.gov>, "Vizian, Donna" <Vizian.Donna@epa.gov>  
**Cc:** "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>  
**Subject:** VERA VSIP Applications Received

# Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

# **Ex. 5 - Deliberative Process**

Message


---

**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 7/17/2017 12:19:02 PM  
**To:** Terris, Carol [Terris.Carol@epa.gov]; Bloom, David [Bloom.David@epa.gov]  
**Subject:** FYI --- VERA VSIP Applications Received

**From:** "Martinson, Alice" <[Martinson.Alice@epa.gov](mailto:Martinson.Alice@epa.gov)>

**Date:** July 14, 2017 at 4:17:58 PM EDT

**Subject:** VERA VSIP Applications Received

As of 4:15 this afternoon (Friday)  VERA/VSIP applications have been received agency-wide. Below is the breakdown by SSC and then by Program/Region.

Please note that we have received some duplicates and are working to eliminate those as we identify them.

## Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

~ Alice

Alice Martinson  
Acting Section Chief, RTP-SSC  
U.S. Environmental Protection Agency  
OARM/HRMD-RTP (MD-C639-02)

Research Triangle Park, NC 27711

voice: 919-541-5420

fax: 919-541-1360



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Message

---

**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 7/18/2017 8:05:41 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** Re: V/V - request from the COS

What is driving this??

Sent from my iPhone

On Jul 18, 2017, at 3:57 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Begin forwarded message:

**From:** "Vizian, Donna" <Vizian.Donna@epa.gov>  
**Date:** July 18, 2017 at 3:36:57 PM EDT  
**To:** "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>  
**Cc:** "Flynn, Mike" <Flynn.Mike@epa.gov>  
**Subject:** V/V - request from the COS

Hi I just came from Ryan's office. Here is what he is seeking:

- 
- 
- 
- 
- 

## Ex. 5 - Deliberative Process

Need ASAP – mid-morning tomorrow the latest. Sorry for the quick turn-around and thanks

<VERA VSIP edit COS July2017docx (002).docx>

Message

**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 7/7/2017 10:01:44 PM  
**To:** Hickey, Mike J. [Ex. 6 - Personal Privacy]  
**Subject:** Re: EPA Final VERA/VSIP Request--updated information and responses

Thanks Mike. Have a great weekend.

Sent from my iPhone

On Jul 7, 2017, at 5:33 PM, Hickey, Mike J. [Ex. 6 - Personal Privacy] wrote:

Debbi - Thank you for all of your work to update the VERA/VSIP request.

OPM Colleagues – With these final updates, OMB concurs with EPA's VSIP/VERA request. Please let me know if you have any questions.

Sincerely,  
Mike Hickey  
Chief, Environment Branch  
Office of Management and Budget  
(202) 395-3040

---

**From:** Hart, Debbi [mailto:Hart.Debbi@epa.gov]  
**Sent:** Friday, July 7, 2017 5:13 PM  
**To:** Grossman, Andrea L [Ex. 6 - Personal Privacy]; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hickey, Mike J. [Ex. 6 - Personal Privacy]  
[Ex. 6 - Personal Privacy] Remmers, Janet <Remmers.Janet@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>  
**Subject:** RE: EPA Final VERA/VSIP Request--updated information and responses  
**Importance:** High

Andrea- [Ex. 5 - Deliberative Process] Thank you! Debbi

---

**From:** Hart, Debbi  
**Sent:** Friday, July 07, 2017 3:47 PM  
**To:** 'Grossman, Andrea L [Ex. 6 - Personal Privacy]'; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hickey, Mike J. [Ex. 6 - Personal Privacy]  
[Ex. 6 - Personal Privacy] Remmers, Janet <Remmers.Janet@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>



**Subject:** RE: EPA Final VERA/VSIP Request--updated information and responses

**Importance:** High

Andrea-

Please see the updated business case/targeted positions template and our responses to your outstanding questions, all attached. We are standing by for questions. Thanks again. Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Grossman, Andrea L. Ex. 6 - Personal Privacy  
**Sent:** Friday, July 07, 2017 12:19 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Snowden, Gregory A <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>; Mahoney, Michael J <[Mike.Mahoney@opm.gov](mailto:Mike.Mahoney@opm.gov)>; Coleman, Darrell E <[Darrell.Coleman@opm.gov](mailto:Darrell.Coleman@opm.gov)>; Thornton, Cathryn <[Cathryn.Thornton@opm.gov](mailto:Cathryn.Thornton@opm.gov)>; Butler, Monica <[Monica.Butler@opm.gov](mailto:Monica.Butler@opm.gov)>  
**Cc:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto>Showman.John@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hickey, Mike J. Ex. 6 - Personal Privacy

**Ex. 6 - Personal Privacy**

**Subject:** RE: EPA Final VERA/VSIP Request--email 3 of 3

Debbi,

Thank you for this response. I'm attaching an updated list of outstanding data/consistency issues.

## Ex. 5 - Deliberative Process

Do you also have a written response you can provide for the other two non-data questions I sent over on 6/29?

Thank you,

Andrea Grossman  
Program Examiner, OMB Environment Branch  
202-395-4756

---

**From:** Hart, Debbi [mailto:Hart.Debbi@epa.gov]

**Sent:** Friday, July 7, 2017 8:57 AM

**To:** Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S.

**Ex. 6 - Personal Privacy**

Grossman, Andrea L. **Ex. 6 - Personal Privacy**

**Ex. 6 - Personal Privacy**

**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

**Subject:** EPA Final VERA/VSIP Request--email 3 of 3

EPA's final targeted positions chart. I will contact you to ensure receipt of all three pieces. Debbi

---

**From:** Hart, Debbi

**Sent:** Friday, July 07, 2017 8:54 AM

**To:** 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Coleman, Darrell E' <Darrell.Coleman@opm.gov>; 'Thornton, Cathryn' <Cathryn.Thornton@opm.gov>; 'Butler, Monica' <Monica.Butler@opm.gov>; 'Mulligan, James S.

**Ex. 6 - Personal Privacy**

'Grossman, Andrea L. **Ex. 6 - Personal Privacy**

**Ex. 6 - Personal Privacy**

**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>

**Subject:** EPA Final VERA/VSIP Request--email 2 of 3

EPA's final business case (attached). DH

---

**From:** Hart, Debbi

**Sent:** Friday, July 07, 2017 8:52 AM

**To:** Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S.

**Ex. 6 - Personal Privacy**

Grossman, Andrea L. **Ex. 6 - Personal Privacy**

**Ex. 6 - Personal Privacy**

**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>

**Subject:** EPA Final VERA/VSIP Request--email 1 of 3

**Importance:** High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA

202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**To:** Vizian, Donna[Vizian.Donna@epa.gov]  
**From:** Showman, John  
**Sent:** Fri 7/7/2017 8:41:53 PM  
**Subject:** Fwd: EPA Final VERA/VSIP Request--email 1 of 3

Sent from my iPhone

Begin forwarded message:

**From:** "Hart, Debbi" <Hart.Debbi@epa.gov>  
**Date:** July 7, 2017 at 4:15:54 PM EDT  
**To:** "Terris, Carol" <Terris.Carol@epa.gov>, "Remmers, Janet" <Remmers.Janet@epa.gov>  
**Cc:** "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Parker, Gary" <parker.gary@epa.gov>  
**Subject:** RE: EPA Final VERA/VSIP Request--email 1 of 3

I just heard from Andrea that our responses are solid. She said we earned the gold star award (I think you earned that one Janet!) She is talking with her BC and we can expect a reply to all message of their concurrence soon (will include OPM folks too). Woo hoo! And OPM says if we have that, they can move forward today (if I can raise anyone at OPM... the next hurdle).

Thanks again for your help on this! ☺

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Terris, Carol  
**Sent:** Friday, July 07, 2017 3:39 PM  
**To:** Remmers, Janet <Remmers.Janet@epa.gov>

**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** RE: EPA Final VERA/VSIP Request--email 1 of 3

Thank you Janet for taking care of this!

the numbers are very much estimates until offers are accepted.

**Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

**From:** Remmers, Janet

**Sent:** Friday, July 07, 2017 3:32 PM

**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Cc:** Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>

**Subject:** RE: EPA Final VERA/VSIP Request--email 1 of 3

## **Ex. 5 - Deliberative Process**

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

**Ex. 6 - Personal Privacy**

**From:** Remmers, Janet  
**Sent:** Friday, July 07, 2017 3:05 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** RE: EPA Final VERA/VSIP Request--email 1 of 3

Debbi

## Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

Ex. 6 - Personal Privacy

**From:** Hart, Debbi  
**Sent:** Friday, July 07, 2017 12:39 PM  
**To:** Remmers, Janet <[Remmers.Janet@epa.gov](mailto:Remmers.Janet@epa.gov)>  
**Cc:** Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** FW: EPA Final VERA/VSIP Request--email 1 of 3  
**Importance:** High

Janet—as discussed. Let me know how your conversation goes when you get a minute.  
THANKS AGAIN!

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Hart, Debbi  
**Sent:** Friday, July 07, 2017 9:11 AM  
**To:** Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>; Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>; Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Arron Helm <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>; Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>  
**Cc:** Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Loretta Hunt <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Subject:** FW: EPA Final VERA/VSIP Request--email 1 of 3  
**Importance:** High

All—

As submitted in final to OPM/OMB (we had to break it into three pieces so that OPM will receive it.)

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

I will let you know

what I hear from OPM and OMB--fingers crossed for quick final approval! Let me know if there are questions. Thank you! Debbi

**From:** Hart, Debbi  
**Sent:** Friday, July 07, 2017 8:52 AM  
**To:** Snowden, Gregory A <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>; Mahoney, Michael J <[Mike.Mahoney@opm.gov](mailto:Mike.Mahoney@opm.gov)>; Coleman, Darrell E <[Darrell.Coleman@opm.gov](mailto:Darrell.Coleman@opm.gov)>; Thornton, Cathryn <[Cathryn.Thornton@opm.gov](mailto:Cathryn.Thornton@opm.gov)>; Butler, Monica <[Monica.Butler@opm.gov](mailto:Monica.Butler@opm.gov)>; Mulligan, James S. Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy >

Grossman, Andrea L. Ex. 6 - Personal Privacy

**Cc:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Showman, John  
<[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley  
<[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Loretta Hunt  
<[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>

**Subject:** EPA Final VERA/VSIP Request--email 1 of 3

**Importance:** High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*



Message

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**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 7/14/2017 12:20:44 AM  
**To:** Greene, Diane [greene.diane@epa.gov]  
**Subject:** Fwd: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM  
**Attachments:** Attachment A.docx; ATT00001.htm; Attachment B.docx; ATT00002.htm; Attachment C.docx; ATT00003.htm; Attachment D.docx; ATT00004.htm

Sent from my iPhone

Begin forwarded message:

**From:** "Showman, John" <Showman.John@epa.gov>  
**Date:** July 13, 2017 at 8:27:19 AM EDT  
**To:** "Louis, Patricia" <Louis.Patricia@epa.gov>, "Bell, Shirley" <Bell.Shirley@epa.gov>, "Black, Cheryl" <black.cheryl@epa.gov>, "Davis, MichaelH" <Davis.MichaelH@epa.gov>, "Lluberas, Luis" <Lluberas.Luis@epa.gov>, "Amorosi, Joanne" <Amorosi.Joanne@epa.gov>, "Allen, Shakethia" <allen.shakethia@epa.gov>, "Neely, Rodney" <Neely.Rodney@epa.gov>, "Mckay, Linda" <Mckay.Linda@epa.gov>, "Saracco, Silvia" <Saracco.Silvia@epa.gov>, "Chenkin, Howard" <Chenkin.Howard@epa.gov>, "Clarke, Denise" <clarke.denise@epa.gov>, "Valentino, Thomas" <Valentino.Thomas@epa.gov>, "Lyles, Dianne" <lyles.dianne@epa.gov>, "Sutton, Donald" <Sutton.Donald@epa.gov>, "Gillis-Massey, Martina" <gillis-massey.martina@epa.gov>, "Nelson-Palmer, Brian" <nelson-palmer.brian@epa.gov>, "Gray, RobertA" <Gray.RobertA@epa.gov>, "Madison, Tommie" <MADISON.TOMMIE@EPA.GOV>, "Macht, Jennifer" <Macht.Jennifer@epa.gov>, "Hubbell, Holly" <Hubbell.Holly@epa.gov>, "Brown, Dawn" <Brown.Dawn@epa.gov>, "Baptist, Douglas" <Baptist.Douglas@epa.gov>, "Moroni, Susan" <moroni.susan@epa.gov>, "Vaughn, Celia" <Vaughn.Celia@epa.gov>, "Koehler, Alfred" <koehler.alfred@epa.gov>, "Tonsil, Pauline" <tonsil.pauline@epa.gov>, "Oliver, John" <Oliver.John@epa.gov>, "Brunecz, Michelle" <Brunecz.Michelle@epa.gov>, "Danley-Smith, Sylvia" <Danley-Smith.Sylvia@epa.gov>, "ODEND'HAL, JULIANNE" <OdendHal.Julianne@epa.gov>, "Alston, Lawrence" <Alston.Lawrence@epa.gov>, "Greene, Diane" <greene.diane@epa.gov>, "Hairston, Lakeysha" <Hairston.Lakeysha@epa.gov>, "Smith, Leon" <Smith.Leon@epa.gov>, "Clark, Cheryl" <clark.cheryl@epa.gov>, "Messick, Michelle" <Messick.Michelle@epa.gov>, "Parker, Veronica" <Parker.Veronica@epa.gov>, "Oboyle, Ellen" <oboyle.ellen@epa.gov>, "Anthony, Peggy" <Anthony.Peggy@epa.gov>, "Young, Jill" <Young.Jill@epa.gov>, "Belles, Richard" <Belles.Richard@epa.gov>, "Creed, Suzette" <Creed.Suzette@epa.gov>, "Jones, Traci" <Jones.Traci@epa.gov>, "Arnold, Eileen" <Arnold.Eileen@epa.gov>, "Taylor, Jeffrey" <Taylor.Jeff@epa.gov>, "Wilson, Robert" <Wilson.Robert@epa.gov>, "Rodriguez, Victor" <Rodriguez.Victor@epa.gov>, "Barber, Wayne" <Barber.Wayne@epa.gov>, "Martinez, Doris" <Martinez.Doris@epa.gov>, "Moore, Bobby" <Moore.Bobby@epa.gov>, "Kirkland, William" <Kirkland.William@epa.gov>, "Gantt, Adrienne" <Gantt.Adrienne@epa.gov>, "Hitchcock, Charlie" <Hitchcock.Charlie@epa.gov>, "Pierce, DeEdria" <Pierce.DeEdria@epa.gov>, "Love, Stephanie" <Love.Stephanie@epa.gov>, "Viney, Barbara" <Viney.Barbara@epa.gov>, "Beard, Deborah-Ward" <beard.deborah-ward@epa.gov>, "Keemer, Mary" <Keemer.Mary@epa.gov>, "Lew, William" <Lew.William@epa.gov>, "Perkins, Barbara" <Perkins.Barbara@epa.gov>, "Jackson, Mildred" <Jackson.Mildred@epa.gov>, "KHATRI, KUSH" <Khatrri.Kush@epa.gov>, "Marusak, Kirk" <Marusak.Kirk@epa.gov>, "Robinson, Latonya" <Robinson.Latonya@epa.gov>, "Thomas, Bridgette" <thomas.bridgette@epa.gov>, "Fields, Deborah" <Fields.Deborah@epa.gov>, "Williams, Laurie" <Williams.Laurie@epa.gov>, "Williams, Nicole" <Williams.Nicole@epa.gov>, "Little, Patricia L." <Little.PatriciaL@epa.gov>, "Harris, PhyllisA" <Harris.PhyllisA@epa.gov>, "Owens, Terri" <Owens.Terri@epa.gov>, "Murray, Cheryl"

[<Murray.Cheryl@epa.gov>](mailto:Murray.Cheryl@epa.gov), "Smith, HelenT" [<Smith.HelenT@epa.gov>](mailto:Smith.HelenT@epa.gov), "Brandon, Shantell" [<Brandon.Shantell@epa.gov>](mailto:Brandon.Shantell@epa.gov), "Harrison, Tina" [<Harrison.Tina@epa.gov>](mailto:Harrison.Tina@epa.gov), "Hood, Anthony" [<Hood.Anthony@epa.gov>](mailto:Hood.Anthony@epa.gov), "Wilson, SeVera" [<Wilson.SeVera@epa.gov>](mailto:Wilson.SeVera@epa.gov), "Perry, Mike" [<Perry.Mike@epa.gov>](mailto:Perry.Mike@epa.gov), "Chesley, Don" [<Chesley.Don@epa.gov>](mailto:Chesley.Don@epa.gov), "Brown, Geraldine" [<Brown.Geraldine@epa.gov>](mailto:Brown.Geraldine@epa.gov), "Green, Eugene" [<Green.Eugene@epa.gov>](mailto:Green.Eugene@epa.gov), "Rousey, Toni" [<Rousey.Toni@epa.gov>](mailto:Rousey.Toni@epa.gov), "Joyce, Mark" [<Joyce.Mark@epa.gov>](mailto:Joyce.Mark@epa.gov), "Walker, Nadene" [<Walker.Nadene@epa.gov>](mailto:Walker.Nadene@epa.gov), "Womack, Sandy" [<Womack.Sandy@epa.gov>](mailto:Womack.Sandy@epa.gov), "Wiskerchen, Nicholas" [<Wiskerchen.Nicholas@epa.gov>](mailto:Wiskerchen.Nicholas@epa.gov), "Richardson, Karen" [<Richardson.Karen@epa.gov>](mailto:Richardson.Karen@epa.gov), "Gooden, Melanie" [<Gooden.Melanie@epa.gov>](mailto:Gooden.Melanie@epa.gov), "Fletcher, Linda" [<Fletcher.Linda@epa.gov>](mailto:Fletcher.Linda@epa.gov), "Jackson, Terrence" [<Jackson.Terrence@epa.gov>](mailto:Jackson.Terrence@epa.gov), "Settle, Steve" [<Settle.Steve@epa.gov>](mailto:Settle.Steve@epa.gov), "Levesque, Dan" [<Levesque.Dan@epa.gov>](mailto:Levesque.Dan@epa.gov), "Brown, Wendy" [<brown.wendy@epa.gov>](mailto:brown.wendy@epa.gov), "Facey, Lester" [<Facey.Lester@epa.gov>](mailto:Facey.Lester@epa.gov), "McClendon, Michelle" [<McClendon.Michelle@epa.gov>](mailto:McClendon.Michelle@epa.gov), "Smith-Starckey, Tracye" [<Smith-Starckey.Tracye@epa.gov>](mailto:Smith-Starckey.Tracye@epa.gov), "Terrell, Piyachat" [<Terrell.Piyachat@epa.gov>](mailto:Terrell.Piyachat@epa.gov), "Smith, KentS" [<Smith.KentS@epa.gov>](mailto:Smith.KentS@epa.gov), "Milam, Claire" [<Milam.Claire@epa.gov>](mailto:Milam.Claire@epa.gov), "Nieves, Michael" [<Nieves.Michael@epa.gov>](mailto:Nieves.Michael@epa.gov), "Bogus, Alan" [<Bogus.Alan@epa.gov>](mailto:Bogus.Alan@epa.gov), "Mercado, EdnaD" [<Mercado.EdnaD@epa.gov>](mailto:Mercado.EdnaD@epa.gov), "Griffin, Malissa" [<Griffin.Malissa@epa.gov>](mailto:Griffin.Malissa@epa.gov), "Allen, Tania" [<Allen.Tania@epa.gov>](mailto:Allen.Tania@epa.gov), "Ridings, Sharon" [<Ridings.Sharon@epa.gov>](mailto:Ridings.Sharon@epa.gov), "Schreefer, Kenneth" [<Schreefer.Kenneth@epa.gov>](mailto:Schreefer.Kenneth@epa.gov), "Barnes, Jonathan" [<barnes.jonathan@epa.gov>](mailto:barnes.jonathan@epa.gov), "Chopp, Justine" [<Chopp.Justine@epa.gov>](mailto:Chopp.Justine@epa.gov), "Ware, Beverly" [<Ware.Beverly@epa.gov>](mailto:Ware.Beverly@epa.gov), "Davis-Ray, Bernie" [<Davis-Ray.Bernie@epa.gov>](mailto:Davis-Ray.Bernie@epa.gov), "Jones, Lynnett" [<Jones.Lynnett@epa.gov>](mailto:Jones.Lynnett@epa.gov), "White, Wayne D." [<White.Wayned@epa.gov>](mailto:White.Wayned@epa.gov), "Robinson, Stacey" [<Robinson.Stacey@epa.gov>](mailto:Robinson.Stacey@epa.gov), "Jackson, Raphael" [<Jackson.Raphael@epa.gov>](mailto:Jackson.Raphael@epa.gov), "Bowling, Danita" [<Bowling.Danita@epa.gov>](mailto:Bowling.Danita@epa.gov), "Johnson, Dexter" [<Johnson.Dexter@epa.gov>](mailto:Johnson.Dexter@epa.gov), "Randall, Brenda" [<Randall.Brenda@epa.gov>](mailto:Randall.Brenda@epa.gov), "Santiago, Marilsa" [<santiago.marilsa@epa.gov>](mailto:santiago.marilsa@epa.gov), "Neill, Charles" [<Neill.Charles@epa.gov>](mailto:Neill.Charles@epa.gov), "McDonald, Joshua" [<McDonald.Joshua@epa.gov>](mailto:McDonald.Joshua@epa.gov), "Metoyer, Bryford" [<Metoyer.Bryford@epa.gov>](mailto:Metoyer.Bryford@epa.gov), "Eme, Sunday" [<Eme.Sunday@epa.gov>](mailto:Eme.Sunday@epa.gov), "Snipes, Rebecca" [<snipes.rebecca@epa.gov>](mailto:snipes.rebecca@epa.gov), "Stinger, Peter" [<Stinger.Peter@epa.gov>](mailto:Stinger.Peter@epa.gov), "McCutcheon, Pamela" [<McCutcheon.Pamela@epa.gov>](mailto:McCutcheon.Pamela@epa.gov), "Armstrong, Marilyn" [<Armstrong.Marilyn@epa.gov>](mailto:Armstrong.Marilyn@epa.gov), "Bushta, Jason" [<Bushta.Jason@epa.gov>](mailto:Bushta.Jason@epa.gov), "Boyle, Norman" [<Boyle.Norman@epa.gov>](mailto:Boyle.Norman@epa.gov), "Dady, John" [<Dady.John@epa.gov>](mailto:Dady.John@epa.gov), "Gillikin, Pamela" [<Gillikin.Pamela@epa.gov>](mailto:Gillikin.Pamela@epa.gov), "DeLaCruz-Matthews, Alexandria" [<DelaCruz-Matthews.Alexandria@epa.gov>](mailto:DelaCruz-Matthews.Alexandria@epa.gov), "Rocque, Eulvid" [<rocque.eulvid@epa.gov>](mailto:rocque.eulvid@epa.gov), "Tenner, Angie" [<Tenner.Angie@epa.gov>](mailto:Tenner.Angie@epa.gov), "Blankenship, Steven" [<Blankenship.Steven@epa.gov>](mailto:Blankenship.Steven@epa.gov), "Piard-Hylton, Rose" [<Piard-Hylton.Rose@epa.gov>](mailto:Piard-Hylton.Rose@epa.gov), "Cherry, Linear" [<Cherry.Linear@epa.gov>](mailto:Cherry.Linear@epa.gov), "Reid, Carol" [<Reid.Carol@epa.gov>](mailto:Reid.Carol@epa.gov), "Gourdine, Charles" [<Gourdine.Charles@epa.gov>](mailto:Gourdine.Charles@epa.gov), "HERBAS, ALEJANDRA" [<herbas.alejandra@epa.gov>](mailto:herbas.alejandra@epa.gov), "SCOTT, INETHIA" [<SCOTT.INETHIA@EPA.GOV>](mailto:SCOTT.INETHIA@EPA.GOV), "McCleary, James" [<McCleary.James@epa.gov>](mailto:McCleary.James@epa.gov), "Carbonaro, Joseph" [<Carbonaro.Joe@epa.gov>](mailto:Carbonaro.Joe@epa.gov), "Ross, Jon" [<Ross.Jon@epa.gov>](mailto:Ross.Jon@epa.gov), "Sterling, Sherry" [<Sterling.Sherry@epa.gov>](mailto:Sterling.Sherry@epa.gov), "Christofel, Dave" [<Christofel.David@epa.gov>](mailto:Christofel.David@epa.gov), "Smith, Jacqueline" [<Smith.Jacqueline@epa.gov>](mailto:Smith.Jacqueline@epa.gov), "Ward, Anthony" [<Ward.Anthony@epa.gov>](mailto:Ward.Anthony@epa.gov), "JOHNSON, ROBIN-TG" [<Johnson.Robin-TG@epa.gov>](mailto:Johnson.Robin-TG@epa.gov), "Gonzales, Eddie" [<Gonzales.Eddie@epa.gov>](mailto:Gonzales.Eddie@epa.gov), "Bowlding, Pat" [<Bowlding.Pat@epa.gov>](mailto:Bowlding.Pat@epa.gov), "Carrillo, Oscar" [<Carrillo.Oscar@epa.gov>](mailto:Carrillo.Oscar@epa.gov), "Kane-Sharp, Bonnie" [<Kane-Sharp.Bonnie@epa.gov>](mailto:Kane-Sharp.Bonnie@epa.gov), "Lake, Debbie" [<Lake.Debbie@epa.gov>](mailto:Lake.Debbie@epa.gov)

**Cc:** "Vizian, Donna" [<Vizian.Donna@epa.gov>](mailto:Vizian.Donna@epa.gov), "Jablonski, Janice" [<jablonski.janice@epa.gov>](mailto:jablonski.janice@epa.gov), "Vaughn Noga (Noga.Vaughn@EPA.GOV)" [<Noga.Vaughn@EPA.GOV>](mailto:Noga.Vaughn@EPA.GOV), "Petrole, Maryann" [<Petrole.Maryann@epa.gov>](mailto:Petrole.Maryann@epa.gov), "Carter, Rick" [<Carter.Rick@epa.gov>](mailto:Carter.Rick@epa.gov), "Helm, Arron (Helm.Arron@epa.gov)" [<Helm.Arron@epa.gov>](mailto:Helm.Arron@epa.gov), "Collins, BJ" [<Collins.BJ@epa.gov>](mailto:Collins.BJ@epa.gov), "Polk, Denise" [<Polk.Denise@epa.gov>](mailto:Polk.Denise@epa.gov), "Neal, Kerry" [<neal.kerry@epa.gov>](mailto:neal.kerry@epa.gov), "Patrick, Kimberly" [<Patrick.Kimberly@epa.gov>](mailto:Patrick.Kimberly@epa.gov), "Legare, Pamela" [<Legare.Pamela@epa.gov>](mailto:Legare.Pamela@epa.gov), "Gray, Linda (gray.linda@epa.gov)" [<gray.linda@epa.gov>](mailto:gray.linda@epa.gov), "Carpenter, Wesley" [<Carpenter.Wesley@epa.gov>](mailto:Carpenter.Wesley@epa.gov), "Hitchens, Lynnann" [<hitchens.lynnann@epa.gov>](mailto:hitchens.lynnann@epa.gov), "Hardy, Michael" [<Hardy.Michael@epa.gov>](mailto:Hardy.Michael@epa.gov)

**Subject: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM**

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out) opportunities. As our organization explores various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission. This decision was not made lightly; we value our dedicated employees and appreciate the work you perform on behalf of the American people.

In accordance with statute and regulations, we identified the specific grades, occupational series, and geographic locations designated for VERA and VSIP for OPM and OMB, and have received their approval for the categories identified in Attachment A. The maximum number of VSIPs offered to employees in OARM will be 98. If the number of applications received exceeds the maximum number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date for leave and then on entry on duty date (total EPA years of service). If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of VSIP offers that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The Human Resources Shared Service Center in Cincinnati can provide you with more information regarding your benefits and retirement, and can assist you with obtaining a retirement annuity estimate (OARM-RTP employees should contact the HR Shared Service Center in RTP). Attachment C provides contact information for this purpose.

**If you decide to apply, you should do so early in the application period, which opens on July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first served basis if the number of applications does not exceed the maximum VERA/VSIP offers available.**

Applications will only be accepted during this period using the online application system. Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help OARM most effectively support both individual employees as well as the agency's strategic mission.

Thank you.

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341

Message

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**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 7/18/2017 3:14:42 PM  
**To:** Vaughn Noga (Noga.Vaughn@EPA.GOV) [Noga.Vaughn@EPA.GOV]; Petrole, Maryann [Petrole.Maryann@epa.gov]  
**Subject:** FYI

The following OA employees have submitted an application for V/V as of 11am this morning:

**Ex. 6 - Personal Privacy**

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341

Message

**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 7/7/2017 7:18:10 PM  
**To:** Gray, David [gray.david@epa.gov]; McDonald, James [McDonald.James@epa.gov]  
**Subject:** V/V Communication Templates  
**Attachments:** Prog and Reg VERA-VSIP Announcement 7-6-17.docx

**Importance:** High

**From:** Hunt, Loretta  
**Sent:** Thursday, July 06, 2017 7:03 PM  
**To:** RHRO <RHRO@epa.gov>; OHR PMOs <OHR\_PMOs@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
**Subject:** V/V Communication Templates  
**Importance:** High

HR Community,

Here are the templates we promised on today's HR Community Call.

Please keep in mind the following:

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# Ex. 5 - Deliberative Process

If you have any questions or concerns about the template, please contact Debbi Hart at (202) 564-2011 or [hart.debbi@epa.gov](mailto:hart.debbi@epa.gov).

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 7/7/2017 7:15:20 PM  
**To:** Badalamente, Mark [badalamente.mark@epa.gov]  
**Subject:** V/V Communication Templates  
**Attachments:** Prog and Reg VERA-VSIP Announcement 7-6-17.docx  
**Importance:** High

**From:** Hunt, Loretta  
**Sent:** Thursday, July 06, 2017 7:03 PM  
**To:** RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>; OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>  
**Subject:** V/V Communication Templates  
**Importance:** High

HR Community,

Here are the templates we promised on today's HR Community Call.

Please keep in mind the following:

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## Ex. 5 - Deliberative Process

If you have any questions or concerns about the template, please contact Debbi Hart at (202) 564-2011 or [hart.debbi@epa.gov](mailto:hart.debbi@epa.gov).

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**To:** Vizian, Donna[Vizian.Donna@epa.gov]  
**From:** Showman, John  
**Sent:** Wed 7/12/2017 1:17:47 PM  
**Subject:** FW: FYI - We are working on this FW: V/V Communication Templates  
Prog and Reg VERA-VSIP Announcement 7-6-17.docx

It's the first document in the attached .....

**From:** Jablonski, Janice  
**Sent:** Friday, July 07, 2017 7:06 AM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Showman, John <Showman.John@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>  
**Cc:** Lemley, Lauren <Lemley.Lauren@epa.gov>  
**Subject:** FYI - We are working on this FW: V/V Communication Templates  
**Importance:** High

FYI. Lauren is working on the mailing list for the detailed email and the summary table (Attachment A). We should be ready to go in plenty of time for the Monday release. I am canvassing the offices to determine whether we have anyone in the pool who is on extended leave and will be prepared to send them hard copy memos via certified mail.

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

**From:** Hunt, Loretta  
**Sent:** Thursday, July 06, 2017 7:03 PM  
**To:** RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>; OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>  
**Subject:** V/V Communication Templates  
**Importance:** High

HR Community,

Here are the templates we promised on today's HR Community Call.

Please keep in mind the following:

## Ex. 5 - Deliberative Process

If you have any questions or concerns about the template, please contact Debbi Hart at (202) 564-2011 or [hart.debbi@epa.gov](mailto:hart.debbi@epa.gov).

Thanks.



Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 7/7/2017 7:02:01 PM  
**To:** 2017HQfirstassistants [2017HQfirstassistants@epa.gov]; 2017Regionfirstassistants [2017Regionfirstassistants@epa.gov]; Acting DAAs [Acting\_DAAs@epa.gov]; Acting DRAs [Acting\_DRAs@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]; Flynn, Mike [Flynn.Mike@epa.gov]; ARA [ARA@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**BCC:** Showman, John [Showman.John@epa.gov]  
**Subject:** VERA/VSIP Update

I wanted to provide you with an update on our VERA/VSIP Request ----

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## Ex. 5 - Deliberative Process

We are getting close -- thanks.

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341

Message

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**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 7/13/2017 12:50:35 PM  
**To:** Bonner, Jerome [Bonner.Jerome@epa.gov]; Mairose, Sue [Mairose.Sue@epa.gov]  
**Subject:** FW: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM  
**Attachments:** Attachment A.docx; Attachment B.docx; Attachment C.docx; Attachment D.docx

FYI .....

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**From:** Showman, John

**Sent:** Thursday, July 13, 2017 8:27 AM

**To:** Louis, Patricia <Louis.Patricia@epa.gov>; Bell, Shirley <Bell.Shirley@epa.gov>; Black, Cheryl <black.cheryl@epa.gov>; Davis, MichaelH <Davis.MichaelH@epa.gov>; Lluberas, Luis <Lluberas.Luis@epa.gov>; Amorosi, Joanne <Amorosi.Joanne@epa.gov>; Allen, Shakethia <allen.shakethia@epa.gov>; Neely, Rodney <Neely.Rodney@epa.gov>; Mckay, Linda <Mckay.Linda@epa.gov>; Saracco, Silvia <Saracco.Silvia@epa.gov>; Chenkin, Howard <Chenkin.Howard@epa.gov>; Clarke, Denise <clarke.denise@epa.gov>; Valentino, Thomas <Valentino.Thomas@epa.gov>; Lyles, Dianne <lyles.dianne@epa.gov>; Sutton, Donald <Sutton.Donald@epa.gov>; Gillis-Massey, Martina <gillis-massey.martina@epa.gov>; Nelson-Palmer, Brian <nelson-palmer.brian@epa.gov>; Gray, RobertA <Gray.RobertA@epa.gov>; Madison, Tommie <MADISON.TOMMIE@EPA.GOV>; Macht, Jennifer <Macht.Jennifer@epa.gov>; Hubbell, Holly <Hubbell.Holly@epa.gov>; Brown, Dawn <Brown.Dawn@epa.gov>; Baptist, Douglas <Baptist.Douglas@epa.gov>; Moroni, Susan <moroni.susan@epa.gov>; Vaughn, Celia <Vaughn.Celia@epa.gov>; Koehler, Alfred <koehler.alfred@epa.gov>; Tonsil, Pauline <tonsil.pauline@epa.gov>; Oliver, John <Oliver.John@epa.gov>; Brunecz, Michelle <Brunecz.Michelle@epa.gov>; Danley-Smith, Sylvia <Danley-Smith.Sylvia@epa.gov>; ODEND'HAL, JULIANNE <OdendHal.Julianne@epa.gov>; Alston, Lawrence <Alston.Lawrence@epa.gov>; Greene, Diane <greene.diane@epa.gov>; Hairston, Lakeyshia <Hairston.Lakeyshia@epa.gov>; Smith, Leon <Smith.Leon@epa.gov>; Clark, Cheryl <clark.cheryl@epa.gov>; Messick, Michelle <Messick.Michelle@epa.gov>; Parker, Veronica <Parker.Veronica@epa.gov>; Oboyle, Ellen <oboyle.ellen@epa.gov>; Anthony, Peggy <Anthony.Peggy@epa.gov>; Young, Jill <Young.Jill@epa.gov>; Belles, Richard <Belles.Richard@epa.gov>; Creed, Suzette <Creed.Suzette@epa.gov>; Jones, Traci <Jones.Traci@epa.gov>; Arnold, Eileen <Arnold.Eileen@epa.gov>; Taylor, Jeffrey <Taylor.Jeff@epa.gov>; Wilson, Robert <Wilson.Robert@epa.gov>; Rodriguez, Victor <Rodriguez.Victor@epa.gov>; Barber, Wayne <Barber.Wayne@epa.gov>; Martinez, Doris <Martinez.Doris@epa.gov>; Moore, Bobby <Moore.Bobby@epa.gov>; Kirkland, William <Kirkland.William@epa.gov>; Gantt, Adrienne <Gantt.Adrienne@epa.gov>; Hitchcock, Charlie <Hitchcock.Charlie@epa.gov>; Pierce, DeEdria <Pierce.DeEdria@epa.gov>; Love, Stephanie <Love.Stephanie@epa.gov>; Viney, Barbara <Viney.Barbara@epa.gov>; Beard, Deborah-Ward <beard.deborah-ward@epa.gov>; Keemer, Mary <Keemer.Mary@epa.gov>; Lew, William <Lew.William@epa.gov>; Perkins, Barbara <Perkins.Barbara@epa.gov>; Jackson, Mildred <Jackson.Mildred@epa.gov>; KHATRI, KUSH <Khatri.Kush@epa.gov>; Marusak, Kirk <Marusak.Kirk@epa.gov>; Robinson, Latonya <Robinson.Latonya@epa.gov>; Thomas, Bridgette <thomas.bridgette@epa.gov>; Fields, Deborah <Fields.Deborah@epa.gov>; Williams, Laurie <Williams.Laurie@epa.gov>; Williams, Nicole <Williams.Nicole@epa.gov>; Little, Patricia L. <Little.PatriciaL@epa.gov>; Harris, PhyllisA <Harris.PhyllisA@epa.gov>; Owens, Terri <Owens.Terri@epa.gov>; Murray, Cheryl <Murray.Cheryl@epa.gov>; Smith, HelenT <Smith.HelenT@epa.gov>; Brandon, Shantell <Brandon.Shantell@epa.gov>; Harrison, Tina <Harrison.Tina@epa.gov>; Hood, Anthony <Hood.Anthony@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Chesley, Don <Chesley.Don@epa.gov>; Brown, Geraldine <Brown.Geraldine@epa.gov>; Green, Eugene <Green.Eugene@epa.gov>; Rousey, Toni <Rousey.Toni@epa.gov>; Joyce, Mark <Joyce.Mark@epa.gov>; Walker, Nadene <Walker.Nadene@epa.gov>; Womack, Sandy <Womack.Sandy@epa.gov>; Wiskerchen, Nicholas <Wiskerchen.Nicholas@epa.gov>; Richardson, Karen <Richardson.Karen@epa.gov>; Gooden, Melanie <Gooden.Melanie@epa.gov>; Fletcher, Linda <Fletcher.Linda@epa.gov>; Jackson, Terrence <Jackson.Terrence@epa.gov>; Settle, Steve <Settle.Steve@epa.gov>; Levesque, Dan <Levesque.Dan@epa.gov>; Brown,

Wendy <brown.wendy@epa.gov>; Facey, Lester <Facey.Lester@epa.gov>; McClendon, Michelle <McClendon.Michelle@epa.gov>; Smith-Starckey, Tracye <Smith-Starckey.Tracye@epa.gov>; Terrell, Piyachat <Terrell.Piyachat@epa.gov>; Smith, KentS <Smith.KentS@epa.gov>; Milam, Claire <Milam.Claire@epa.gov>; Nieves, Michael <Nieves.Michael@epa.gov>; Bogus, Alan <Bogus.Alan@epa.gov>; Mercado, EdnaD <Mercado.EdnaD@epa.gov>; Griffin, Malissa <Griffin.Malissa@epa.gov>; Allen, Tania <Allen.Tania@epa.gov>; Ridings, Sharon <Ridings.Sharon@epa.gov>; Schreefer, Kenneth <Schreefer.Kenneth@epa.gov>; Barnes, Jonathan <barnes.jonathan@epa.gov>; Chopp, Justine <Chopp.Justine@epa.gov>; Ware, Beverly <Ware.Beverly@epa.gov>; Davis-Ray, Bernie <Davis-Ray.Bernie@epa.gov>; Jones, Lynnett <Jones.Lynnett@epa.gov>; White, Wayne D. <White.Wayned@epa.gov>; Robinson, Stacey <Robinson.Stacey@epa.gov>; Jackson, Raphael <Jackson.Raphael@epa.gov>; Bowling, Danita <Bowling.Danita@epa.gov>; Johnson, Dexter <Johnson.Dexter@epa.gov>; Randall, Brenda <Randall.Brenda@epa.gov>; Santiago, Marilsa <santiago.marilsa@epa.gov>; Neill, Charles <Neill.Charles@epa.gov>; McDonald, Joshua <McDonald.Joshua@epa.gov>; Metoyer, Bryford <Metoyer.Bryford@epa.gov>; Eme, Sunday <Eme.Sunday@epa.gov>; Snipes, Rebecca <snipes.rebecca@epa.gov>; Stinger, Peter <Stinger.Peter@epa.gov>; McCutcheon, Pamela <McCutcheon.Pamela@epa.gov>; Armstrong, Marilyn <Armstrong.Marilyn@epa.gov>; Bushta, Jason <Bushta.Jason@epa.gov>; Boyle, Norman <Boyle.Norman@epa.gov>; Dady, John <Dady.John@epa.gov>; Gillikin, Pamela <Gillikin.Pamela@epa.gov>; DeLaCruz-Matthews, Alexandria <DeLaCruz-Matthews.Alexandria@epa.gov>; Rocque, Eulvid <rocque.eulvid@epa.gov>; Tenner, Angie <Tenner.Angie@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Piard-Hylton, Rose <Piard-Hylton.Rose@epa.gov>; Cherry, Linear <Cherry.Linear@epa.gov>; Reid, Carol <Reid.Carol@epa.gov>; Gourdine, Charles <Gourdine.Charles@epa.gov>; HERBAS, ALEJANDRA <herbas.alejandra@epa.gov>; SCOTT, INETHIA <SCOTT.INETHIA@EPA.GOV>; McCleary, James <McCleary.James@epa.gov>; Carbonaro, Joseph <Carbonaro.Joe@epa.gov>; Ross, Jon <Ross.Jon@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Christofel, Dave <Christofel.David@epa.gov>; Smith, Jacqueline <Smith.Jacqueline@epa.gov>; Ward, Anthony <Ward.Anthony@epa.gov>; JOHNSON, ROBIN-TG <Johnson.Robin-TG@epa.gov>; Gonzales, Eddie <Gonzales.Eddie@epa.gov>; Bowlding, Pat <Bowlding.Pat@epa.gov>; Carrillo, Oscar <Carrillo.Oscar@epa.gov>; Kane-Sharp, Bonnie <Kane-Sharp.Bonnie@epa.gov>; Lake, Debbie <Lake.Debbie@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Vaughn Noga (Noga.Vaughn@EPA.GOV) <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Helm, Arron (Helm.Arron@epa.gov) <Helm.Arron@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Polk, Denise <Polk.Denise@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Gray, Linda (gray.linda@epa.gov) <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>

**Subject:** Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out) opportunities. As our organization explores various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission. This decision was not made lightly; we value our dedicated employees and appreciate the work you perform on behalf of the American people.

In accordance with statute and regulations, we identified the specific grades, occupational series, and geographic locations designated for VERA and VSIP for OPM and OMB, and have received their approval for the categories identified in Attachment A. The maximum number of VSIPs offered to employees in OARM will be 98. If the number of applications received exceeds the maximum number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date for leave and then on entry on duty date (total EPA years of service). If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of VSIP offers that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The Human Resources Shared Service Center in Cincinnati can provide you with more information regarding your benefits and retirement, and can assist you with obtaining a retirement annuity estimate (OARM-RTP employees should contact the HR Shared Service Center in RTP). Attachment C provides contact information for this purpose.

**If you decide to apply, you should do so early in the application period, which opens on July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first served basis if the number of applications does not exceed the maximum VERA/VSIP offers available.**

Applications will only be accepted during this period using the online application system. Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help OARM most effectively support both individual employees as well as the agency's strategic mission.

Thank you.

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341

Message

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**From:** Reinhold, Mark D [Mark.Reinhold@opm.gov]  
**Sent:** 8/4/2017 10:41:37 AM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** RE: EPA's VERA/VSIP Request -

Hi Donna – I'll be happy to touch bases with staff on this

Mark

---

**From:** Vizian, Donna [mailto:Vizian.Donna@epa.gov]  
**Sent:** Thursday, August 03, 2017 4:01 PM  
**To:** Reinhold, Mark D  
**Subject:** EPA's VERA/VSIP Request -

Hi Mark,

I hope all is well. **Ex. 5 - Deliberative Process** Please see below the request my staff sent. Thanks in advance for your help.

Best,  
Donna

---

**From:** Hunt, Loretta  
**Sent:** Monday, July 31, 2017 3:38 PM  
**To:** Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. **Ex. 6 - Personal Privacy** Hickey, Mike J. **Ex. 6 - Personal Privacy**  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** RE: EPA's VERA/VSIP Request -  
**Importance:** High

Gregory/Mike,

# Ex. 5 - Deliberative Process

Thanks in advance for your review and assistance.

Loretta L. Hunt  
Branch Chief

Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Hunt, Loretta  
**Sent:** Friday, July 28, 2017 4:26 PM  
**To:** Snowden, Gregory A <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>; Mahoney, Michael J <[Mike.Mahoney@opm.gov](mailto:Mike.Mahoney@opm.gov)>; Grossman, Andrea L. [Ex. 6 - Personal Privacy]; Hickey, Mike J. [Ex. 6 - Personal Privacy]  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Subject:** Re: EPA's VERA/VSIP Request -

Gregory/Mike,

## Ex. 5 - Deliberative Process

Please provide approval or disapproval of this change.

Thank you for your assistance and have a good weekend.

---

**From:** Snowden, Gregory A <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>  
**Sent:** Thursday, July 13, 2017 2:39 PM  
**To:** Hunt, Loretta; Mahoney, Michael J; Grossman, Andrea L. [Ex. 6 - Personal Privacy]; Hickey, Mike J. [Ex. 6 - Personal Privacy]  
**Cc:** Hart, Debbi  
**Subject:** RE: EPA's VERA/VSIP Request -

Hello Loretta,

## Ex. 5 - Deliberative Process

Gregory Snowden  
OPM

---

**From:** Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]  
**Sent:** Thursday, July 13, 2017 9:42 AM  
**To:** Mahoney, Michael J; Snowden, Gregory A; Grossman, Andrea L. [Ex. 6 - Personal Privacy]; Hickey, Mike J. [Ex. 6 - Personal Privacy]  
**Cc:** Hart, Debbi

**Subject:** RE: EPA's VERA/VSIP Request -  
**Importance:** High

Gregory/Mike,

# Ex. 5 - Deliberative Process

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]  
**Sent:** Monday, July 10, 2017 2:32 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Snowden, Gregory A <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** RE: EPA's VERA/VSIP Request

Here tis'...

-mike

---

**From:** Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]  
**Sent:** Monday, July 10, 2017 11:13 AM  
**To:** Mahoney, Michael J; Snowden, Gregory A  
**Cc:** Hart, Debbi  
**Subject:** EPA's VERA/VSIP Request  
**Importance:** High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt  
Branch Chief



Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Flynn, Mike [Flynn.Mike@epa.gov]  
**Sent:** 7/19/2017 3:35:19 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** Re: Mike's mass mailer

Ok thx. I'll share with Ryan.

Mike Flynn  
Acting Deputy Administrator  
U.S. Environmental Protection Agency  
(202) 564- 4711

Sent from my iPhone

On Jul 19, 2017, at 11:25 AM, Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)> wrote:

Yes

On Jul 19, 2017, at 11:05 AM, Flynn, Mike <[Flynn.Mike@epa.gov](mailto:Flynn.Mike@epa.gov)> wrote:

Looks good. One question: is there a scenario whereby an employee could qualify for Vera and visip?

Mike Flynn  
Acting Deputy Administrator  
U.S. Environmental Protection Agency  
(202) 564- 4711

Sent from my iPhone

On Jul 19, 2017, at 10:58 AM, Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)> wrote:

Begin forwarded message:

**From:** "Wheeler, Kimberly"  
<[Wheeler.Kimberly@epa.gov](mailto:Wheeler.Kimberly@epa.gov)>  
**Date:** July 19, 2017 at 10:56:53 AM EDT  
**To:** "Vizian, Donna" <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Subject:** RE: Mike's mass mailer

Dear Colleagues,

**Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

Mike Flynn  
Acting Deputy Administrator

-----Original Message-----

From: Vizian, Donna

Sent: Wednesday, July 19, 2017 10:51 AM

To: Wheeler, Kimberly

<[Wheeler.Kimberly@epa.gov](mailto:Wheeler.Kimberly@epa.gov)>

Subject: Mike's mass mailer

Kim

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

**To:** Vizian, Donna[Vizian.Donna@epa.gov]  
**From:** Coleman, Sam  
**Sent:** Mon 4/17/2017 9:16:15 PM  
**Subject:** RE: EPA Workforce Reshaping Information

Thanks

Samuel Coleman, P.E.

Deputy Regional Administrator

EPA Region 6

[coleman.sam@epa.gov](mailto:coleman.sam@epa.gov)

214.665.2100 Ofc

214.665.3110 Direct

Ex. 6 - Personal Privacy Cell

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 4:01 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is

specific to your office.

## Ex. 5 - Deliberative Process

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than May 24, 2017.**

1. 

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process
2. 

Ex. 5 - Deliberative Process
3. 

Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,

Donna

List of Attachments

1. **Ex. 5 - Deliberative Process**

2. **Ex. 5 - Deliberative Process**  
**Ex. 5 - Deliberative Process**

3. **Ex. 5 - Deliberative Process**  
**Ex. 5 - Deliberative Process**

4. **Ex. 5 - Deliberative Process**  
**Ex. 5 - Deliberative Process**

5. **Ex. 5 - Deliberative Process**  
**Ex. 5 - Deliberative Process**

6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

-

Message

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**From:** Flynn, Mike [Flynn.Mike@epa.gov]  
**Sent:** 4/17/2017 7:13:33 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** RE: EPA Workforce Reshaping Information

Thanks - hope to have my memo out later this am

*Mike Flynn*  
*Acting Deputy Administrator*  
*U.S. Environmental Protection Agency*  
*202-564-4711*

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 9:57 AM  
**To:** Flynn, Mike <Flynn.Mike@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Mike – I intend to send this after you send your email. The pdfs are the OPM guides – no need to review.

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

## Ex. 5 - Deliberative Process

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

- 1.
  - 2.
  - 3.
- ## Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

List of Attachments

1. Ex. 5 - Deliberative Process

2.

3.

4.

5.

6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

# Ex. 5 - Deliberative Process



Message

---

**From:** Flynn, Mike [Flynn.Mike@epa.gov]  
**Sent:** 7/19/2017 3:05:19 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** Re: Mike's mass mailer

Looks good. One question

**Ex. 5 - Deliberative Process**

Mike Flynn  
Acting Deputy Administrator  
U.S. Environmental Protection Agency  
(202) 564- 4711

Sent from my iPhone

On Jul 19, 2017, at 10:58 AM, Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)> wrote:

Begin forwarded message:

**From:** "Wheeler, Kimberly" <[Wheeler.Kimberly@epa.gov](mailto:Wheeler.Kimberly@epa.gov)>  
**Date:** July 19, 2017 at 10:56:53 AM EDT  
**To:** "Vizian, Donna" <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Subject:** RE: Mike's mass mailer

Dear Colleagues,

**Ex. 5 - Deliberative Process**

# Ex. 5 - Deliberative Process

Mike Flynn  
Acting Deputy Administrator

-----Original Message-----

From: Vizian, Donna

Sent: Wednesday, July 19, 2017 10:51 AM

To: Wheeler, Kimberly <[Wheeler.Kimberly@epa.gov](mailto:Wheeler.Kimberly@epa.gov)>

Subject: Mike's mass mailer

Kim

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

**To:** Vizian, Donna[Vizian.Donna@epa.gov]  
**Cc:** Reeder, John[Reeder.John@epa.gov]; Lesperance, Twanna[Lesperance.Twanna@epa.gov]  
**From:** Allen, Reginald  
**Sent:** Fri 7/14/2017 6:15:32 PM  
**Subject:** RE: Hiring Request for Office of Multi-Media

Donna

Thanks for considering this and yes they do have the vacancies and FTE to full those positions. The only overlap is the series, the positions and PDs are very different than anything they are offering in VERA/VSIP pool.

The 1001 series "General Arts and Information" has many different jobs like all series. The ones offered in this VERA/VSIP are 4 x Web Communication Specialists (3xGS13 and 1xGS15) and one communications specialist (GS14), these are focused on social media.

The requested position are the same series but very different positions/PD -- Motion Graphics and Video Production Specialist (GS-1001-14) and a Multimedia Production Specialist (GS-1001-13) to do videography, photography and graphic animation in support of the Administrator while traveling.

As an aside the political leadership in OP want video and photo support for the Administrator all the time and at present they cannot fill all the requirements with the Administrator extensive travel schedule – these folks will help that effort.

Best

Reggie

*Reginald E. Allen, SES*

*Assistant Deputy Chief of Staff*

*U.S. Environmental Protection Agency*

*Office 202-564-0444*

*Direct 202-564-1029*

*Cell 202-306-2879*

**From:** Vizian, Donna  
**Sent:** Thursday, July 13, 2017 3:49 PM  
**To:** Allen, Reginald <Allen.Reginald@epa.gov>  
**Subject:** FW: Hiring Request for Office of Multi-Media

HI Reggie – I am trying to help Mike get through all the requests for outside hires. I need help understand what is below. OPM is seeking to fill 2 positions externally. DO they have 2 vacant positions? Is there an overlap with the positions that are in the V/V pool? If so, how is the backfill different than the current position? thanks

Sent from my iPhone

Begin forwarded message:

**From:** "Hull, George" <Hull.George@epa.gov>  
**Date:** July 13, 2017 at 8:29:20 AM EDT  
**To:** "Flynn, Mike" <Flynn.Mike@epa.gov>  
**Cc:** "Reeder, John" <Reeder.John@epa.gov>  
**Subject:** RE: Hiring Request for Office of Multi-Media

The series for these two positions is 1001, which is Web/Communications Specialist. This series is on the V/V list for OPA. We have 5 of them across OPA, (in the Office of Web Communications and in Office of Multimedia). We are accepting 1 V/V applicant from the 5. - George

**From:** Flynn, Mike  
**Sent:** Thursday, July 13, 2017 7:53 AM  
**To:** Hull, George <Hull.George@epa.gov>  
**Cc:** Reeder, John <Reeder.John@epa.gov>  
**Subject:** Re: Hiring Request for Office of Multi-Media

George, one question: are either of these positions on the V/V list?

Mike Flynn

Acting Deputy Administrator

U.S. Environmental Protection Agency

(202) 564- 4711

Sent from my iPhone

On Jul 10, 2017, at 2:08 PM, Hull, George <[Hull.George@epa.gov](mailto:Hull.George@epa.gov)> wrote:

Hi Mike,

I'm circling back to ask if you need any additional information regarding the request from Liz Bowman for permission to solicit applicants for the two positions in our Office of Multi-Media. We are already running into limitations in our ability to staff the Administrator's trips; a situation that will get worse with several staff expected to retire. Thanks, George

Message

---

**From:** Flynn, Mike [Flynn.Mike@epa.gov]  
**Sent:** 7/13/2017 9:17:50 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** Re: Hiring Request for Office of Multi-Media

Thanks .. I just left office for a Drs appt. Will be in tomorrow.

Mike Flynn  
Acting Deputy Administrator  
U.S. Environmental Protection Agency  
(202) 564- 4711

Sent from my iPhone

On Jul 13, 2017, at 3:49 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

I've asked some questions, will stop by when I have answers

---

**From:** Flynn, Mike  
**Sent:** Thursday, July 13, 2017 9:07 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** Fwd: Hiring Request for Office of Multi-Media

Will need to chat with you about this.

Mike Flynn  
Acting Deputy Administrator  
U.S. Environmental Protection Agency  
(202) 564- 4711

Sent from my iPhone

Begin forwarded message:

**From:** "Hull, George" <Hull.George@epa.gov>  
**Date:** July 13, 2017 at 8:29:20 AM EDT  
**To:** "Flynn, Mike" <Flynn.Mike@epa.gov>  
**Cc:** "Reeder, John" <Reeder.John@epa.gov>  
**Subject:** RE: Hiring Request for Office of Multi-Media

The series for these two positions is 1001, which is Web/Communications Specialist. This series is on the V/V list for OPA. We have 5 of them across OPA, (in the Office of Web Communications and in Office of Multimedia). We are accepting 1 V/V applicant from the 5. - George

---

**From:** Flynn, Mike  
**Sent:** Thursday, July 13, 2017 7:53 AM  
**To:** Hull, George <Hull.George@epa.gov>  
**Cc:** Reeder, John <Reeder.John@epa.gov>  
**Subject:** Re: Hiring Request for Office of Multi-Media

George, one question:

## **Ex. 5 - Deliberative Process**

Mike Flynn  
Acting Deputy Administrator  
U.S. Environmental Protection Agency  
(202) 564- 4711

Sent from my iPhone

On Jul 10, 2017, at 2:08 PM, Hull, George <[Hull.George@epa.gov](mailto:Hull.George@epa.gov)> wrote:

Hi Mike,

## **Ex. 5 - Deliberative Process**

Message

---

**From:** Flynn, Mike [Flynn.Mike@epa.gov]  
**Sent:** 7/13/2017 1:07:14 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** Fwd: Hiring Request for Office of Multi-Media

Will need to chat with you about this.

Mike Flynn  
Acting Deputy Administrator  
U.S. Environmental Protection Agency  
(202) 564- 4711

Sent from my iPhone

Begin forwarded message:

**From:** "Hull, George" <Hull.George@epa.gov>  
**Date:** July 13, 2017 at 8:29:20 AM EDT  
**To:** "Flynn, Mike" <Flynn.Mike@epa.gov>  
**Cc:** "Reeder, John" <Reeder.John@epa.gov>  
**Subject:** RE: Hiring Request for Office of Multi-Media

The series for these two positions is 1001, which is Web/Communications Specialist. This series is on the V/V list for OPA. We have 5 of them across OPA, (in the Office of Web Communications and in Office of Multimedia). We are accepting 1 V/V applicant from the 5. - George

---

**From:** Flynn, Mike  
**Sent:** Thursday, July 13, 2017 7:53 AM  
**To:** Hull, George <Hull.George@epa.gov>  
**Cc:** Reeder, John <Reeder.John@epa.gov>  
**Subject:** Re: Hiring Request for Office of Multi-Media

George, one question **Ex. 5 - Deliberative Process**

Mike Flynn  
Acting Deputy Administrator  
U.S. Environmental Protection Agency  
(202) 564- 4711

Sent from my iPhone

On Jul 10, 2017, at 2:08 PM, Hull, George <Hull.George@epa.gov> wrote:

Hi Mike,

**Ex. 5 - Deliberative Process**



Message

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 4/17/2017 1:56:31 PM  
**To:** Flynn, Mike [Flynn.Mike@epa.gov]  
**Subject:** EPA Workforce Reshaping Information  
**Attachments:**

## Ex. 5 - Deliberative Process

**Importance:** High

Hi Mike – I intend to send this after you send your email. The pdfs are the OPM guides – no need to review.

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

## Ex. 5 - Deliberative Process

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

- 1.
- 2.
- 3.

## Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

### List of Attachments

- 1.
- 2.
- 3.
- 4.
- 5.

## Ex. 5 - Deliberative Process

6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.



Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 8/8/2017 7:58:40 PM  
**To:** Greaves, Holly [greaves.holly@epa.gov]; Walsh, Ed [Walsh.Ed@epa.gov]  
**Subject:** RE: Buyout pay

I left a message for my main contact in OPM.

---

**From:** Greaves, Holly  
**Sent:** Tuesday, August 08, 2017 3:55 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Walsh, Ed <Walsh.Ed@epa.gov>  
**Subject:** RE: Buyout pay

Thank you, both would be helpful. Ryan has asked for some more information.

---

**From:** Vizian, Donna  
**Sent:** Tuesday, August 8, 2017 3:12 PM  
**To:** Greaves, Holly <greaves.holly@epa.gov>; Walsh, Ed <Walsh.Ed@epa.gov>  
**Subject:** RE: Buyout pay

I can check with OPM

---

**From:** Greaves, Holly  
**Sent:** Tuesday, August 08, 2017 2:47 PM  
**To:** Walsh, Ed <Walsh.Ed@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** Buyout pay

Donna/Ed,

## Deliberative Process / Ex. 5

<https://www.washingtonpost.com/news/powerpost/wp/2017/07/11/trump-administration-wants-to-boost-value-of-federal-employee-buyouts/>

<http://www.govexec.com/pay-benefits/2017/07/white-house-wants-increase-federal-employee-buyout-payments/139353/>

Thank you,  
Holly

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 5/5/2017 6:37:31 PM  
**To:** Gantt, Melissa [Gantt.Melissa@epa.gov]  
**Subject:** Fwd: Office of Research and Development Workforce Reshaping Proposal  
**Attachments:** VERA-VSIP 2017 One-Page Proposal Draft (v8).docx; ATT00001.htm

Coming back. Can you please print

Begin forwarded message:

**From:** "Radzikowski, Mary Ellen" <Radzikowski.Maryellen@epa.gov>  
**Date:** May 5, 2017 at 2:26:43 PM EDT  
**To:** "Hart, Debbi" <Hart.Debbi@epa.gov>  
**Cc:** "Vizian, Donna" <Vizian.Donna@epa.gov>, "Kavlock, Robert" <Kavlock.Robert@epa.gov>, "Robbins, Chris" <Robbins.Chris@epa.gov>, "Rodan, Bruce" <rodan.bruce@epa.gov>, "Blackburn, Elizabeth" <Blackburn.Elizabeth@epa.gov>, "Hubbard, Carolyn" <Hubbard.Carolyn@epa.gov>  
**Subject:** Office of Research and Development Workforce Reshaping Proposal

Attached please find the Office of Research and Development's workforce reshaping proposal. Please let me know if you have any questions.

Thank you.

Mary Ellen Radzikowski  
Acting Associate Assistant Administrator  
Office of Research and Development  
[Radzikowski.maryellen@epa.gov](mailto:Radzikowski.maryellen@epa.gov)  
202 564 6757

Message

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 5/23/2017 5:09:08 PM  
**To:** Robbins, Chris [Robbins.Chris@epa.gov]  
**Subject:** FW: Workforce Reshaping Summary information  
**Attachments:** Copy of 05232017VERA VSIP Major Themes For Agency.xlsx

**Importance:** High

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**From:** Vizian, Donna  
**Sent:** Tuesday, May 23, 2017 10:46 AM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Showman, John <Showman.John@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
**Subject:** Workforce Reshaping Summary information  
**Importance:** High

Hi Everyone, First, please keep this close hold. I ask that you share by hard copy only to those helping you with this effort.

## Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

We will talk about

next steps at noon.

thanks

Printing Instructions: On the Excel Print Screen, chose Landscape Orientation and on the bottom drop down about scaling, Choose the fit on one page option. This will create small print but can be improved by removing the comment column from the print selection.

\*\*\*\*\*

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**From:** Vizian, Donna  
**Sent:** Friday, May 12, 2017 3:57 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>  
**Subject:** Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation,

Deliberative Process / Ex. 5

## Deliberative Process / Ex. 5

# Deliberative Process / Ex. 5

Enjoy the weekend.

Donna

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 3/23/2017 9:53:45 PM  
**To:** Starfield, Lawrence [Starfield.Lawrence@epa.gov]; Flynn, Mike [Flynn.Mike@epa.gov]  
**CC:** 2017HQfirstassistants [2017HQfirstassistants@epa.gov]; 2017Regionfirstassistants [2017Regionfirstassistants@epa.gov]  
**Subject:** RE: a Proposal

Hi Everyone. Mike and I had the opportunity to talk. We suggest that we talk through this at our Tuesday meeting. I can then share what I have learned from OPM.

Thanks  
Donna

---

**From:** Starfield, Lawrence  
**Sent:** Thursday, March 23, 2017 9:10 AM  
**To:** Flynn, Mike <Flynn.Mike@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Subject:** a Proposal  
**Importance:** High

Mike and Donna,

I know that you are waiting for direction before proceeding with efforts to develop approaches to reduce FTE numbers, but with each day that passes, the task becomes harder to accomplish with only V/V and attrition. I think we all feel an obligation to our staff to press on this issue quickly. I would recommend that we take two steps:

1.

**Deliberative Process / Ex. 5**

2.

**Deliberative Process / Ex. 5**

I'm hoping that we can make a decision on how to move this forward at next week's First Assistants' meeting, and perhaps make a detailed presentation to Ryan/Holly or others at the EMC.

Thanks for your consideration of this proposal.

Larry

This message is CONFIDENTIAL, and may contain legally privileged information. If you are not the intended recipient, or believe you received this communication in error, please delete it immediately, do not copy, and notify the sender. Thank you.





**To:** Sowell, Sarah[Sowell.Sarah@epa.gov]  
**Cc:** Flynn, Mike[Flynn.Mike@epa.gov]; Corbett, Krysti[Corbett.Krysti@epa.gov]; Coomber, Robert[coomber.robert@epa.gov]; Hull, George[Hull.George@epa.gov]  
**From:** Vizian, Donna  
**Sent:** Thur 6/1/2017 6:09:49 PM  
**Subject:** Re: Message from Mike on V/V

Thanks much.

On Jun 1, 2017, at 2:08 PM, Sowell, Sarah <[Sowell.Sarah@epa.gov](mailto:Sowell.Sarah@epa.gov)> wrote:

Hi Donna,

Yes. We'll pull it together to send from Mike. We will include Krysti and Bob on the 30-minute notice. Ideally, we'll push this out by 3 p.m. this afternoon.

Sarah

*Sarah N. Sowell, Director, Office of Internal Communications*

*Office of Public Affaris*

*U.S. Environmental Protection Agency / OPA/OIC  
William Jefferson Clinton Bldg/North, Room 2502-L / MC 1701-A  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460*

*Tel: 202-564-0145 // Cell:* **Ex. 6 - Personal Privacy**

**From:** Vizian, Donna  
**Sent:** Thursday, June 1, 2017 1:59 PM

**To:** Flynn, Mike <[Flynn.Mike@epa.gov](mailto:Flynn.Mike@epa.gov)>; Sowell, Sarah <[Sowell.Sarah@epa.gov](mailto:Sowell.Sarah@epa.gov)>;  
Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>;  
Hull, George <[Hull.George@epa.gov](mailto:Hull.George@epa.gov)>  
**Subject:** Message from Mike on V/V

Hi Sarah – we received the green light to send this out. Attached is the document. We need to coordinate notifying the Union with sending this out. Could you please give Krysti and Bob who are on this email a half hour notice. Thanks all.

Message

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 4/14/2017 5:07:16 PM  
**To:** Gantt, Melissa [Gantt.Melissa@epa.gov]  
**Subject:** FW: EPA Workforce Reshaping Information  
**Attachments:**

## Ex. 5 - Deliberative Process

**Importance:** High

Can you please print so I can take it with me. thanks

---

**From:** Hart, Debbi  
**Sent:** Friday, April 14, 2017 12:48 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Here is what we've compiled—hopefully the instructions are clear. Feel free to modify message as needed. Merci! Debbi

\*\*\*\*\*  
\*\*\*\*\*

Greetings EPA Colleagues-

## Ex. 5 - Deliberative Process

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than May 15, 2017.

1. Ex. 5 - Deliberative Process
- 2.
- 3.

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606.

List of Attachments

1. Ex. 5 - Deliberative Process
- 2.

## **Ex. 5 - Deliberative Process**

- 3.
- 4.
- 5.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

**To:** Hitchens, Lynnann[hitchens.lynnann@epa.gov]  
**From:** Vizian, Donna  
**Sent:** Fri 5/26/2017 3:04:57 PM  
**Subject:** Re: EPA Workforce Reshaping Information

Thanks

On May 26, 2017, at 10:49 AM, Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)> wrote:

Debbi – **Ex. 5 - Deliberative Process** Thanks,

Lynnann

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: **Ex. 5 - Deliberative Process**

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:26 PM  
**To:** Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>  
**Cc:** Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>  
**Subject:** FW: EPA Workforce Reshaping Information  
**Importance:** High

Wanted you to know that I shared this with the ARAs. Let's talk about what you should communicate to them tomorrow. We also need a lead for our package. Should that be Dan? Jan? you?

**From:** Vizian, Donna

**Sent:** Monday, April 17, 2017 5:01 PM

**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>

**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; Brincks, Mike <[brincks.mike@epa.gov](mailto:brincks.mike@epa.gov)>; Buhl, Rick <[Buhl.Rick@epa.gov](mailto:Buhl.Rick@epa.gov)>; Carter, Rick <[Carter.Rick@epa.gov](mailto:Carter.Rick@epa.gov)>; Esher, Diana <[Esher.Diana@epa.gov](mailto:Esher.Diana@epa.gov)>; Graves, Kimberly <[graves.kimberly@epa.gov](mailto:graves.kimberly@epa.gov)>; Harmon, Russell <[Harmon.Russell@epa.gov](mailto:Harmon.Russell@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>; Kenyon, Michael <[Kenyon.Michael@epa.gov](mailto:Kenyon.Michael@epa.gov)>; Lapierre, Kenneth <[lapierre.kenneth@epa.gov](mailto:lapierre.kenneth@epa.gov)>; Lindsay, Nancy <[Lindsay.Nancy@epa.gov](mailto:Lindsay.Nancy@epa.gov)>; Manna, Richard <[Manna.Richard@epa.gov](mailto:Manna.Richard@epa.gov)>; McDonald, James <[McDonald.James@epa.gov](mailto:McDonald.James@epa.gov)>; McIlwain, Serena <[McIlwain.Serena@epa.gov](mailto:McIlwain.Serena@epa.gov)>; Newton, Cheryl <[Newton.Cheryl@epa.gov](mailto:Newton.Cheryl@epa.gov)>; Sanders, Amy <[Sanders.Amy@epa.gov](mailto:Sanders.Amy@epa.gov)>; Tellis, Vickie <[Tellis.Vickie@epa.gov](mailto:Tellis.Vickie@epa.gov)>; Westenberger, Andrea <[Westenberger.Andrea@epa.gov](mailto:Westenberger.Andrea@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** EPA Workforce Reshaping Information

**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

## Ex. 5 - Deliberative Process

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. 

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**
2. 

**Ex. 5 - Deliberative Process**
3. 

**Ex. 5 - Deliberative Process**

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,

Donna

List of Attachments

1. 

**Ex. 5 - Deliberative Process**

Ex. 5 - Deliberative Process
2. 

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**
3. 

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**
4. 

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**
5. 

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

-

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**



Message

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 6/27/2017 1:24:12 PM  
**To:** Wheeler, Kimberly [Wheeler.Kimberly@epa.gov]  
**Subject:** FW: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

I may need to do this

**From:** Grossman, Andrea L. EOP/OMB [mailto:Andrea\_L\_Grossman@omb.eop.gov]  
**Sent:** Tuesday, June 27, 2017 9:19 AM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Hickey, Mike J. EOP/OMB <Michael\_Hickey@omb.eop.gov>; Mulligan, James S. EOP/OMB <James\_S\_Mulligan@omb.eop.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
**Subject:** RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Loretta,

Yes, 2 pm tomorrow will work. I'll work on reserving a conference room and will let you know when that is done and send you the link to have people cleared by building security.

Thank you,

Andrea Grossman  
Program Examiner, OMB Environment Branch  
202-395-4756

**From:** Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]  
**Sent:** Monday, June 26, 2017 6:00 PM  
**To:** Grossman, Andrea L. EOP/OMB <Andrea\_L\_Grossman@omb.eop.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Hickey, Mike J. EOP/OMB <Michael\_Hickey@omb.eop.gov>; Mulligan, James S. EOP/OMB <James\_S\_Mulligan@omb.eop.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
**Subject:** RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Andrea,

Would 2 pm, 6/28/17, work?

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Grossman, Andrea L. EOP/OMB [mailto:[Andrea.L.Grossman@omb.eop.gov](mailto:Andrea.L.Grossman@omb.eop.gov)]

**Sent:** Monday, June 26, 2017 5:31 PM

**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>

**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>; McNeal, Detha <[McNeal.Detha@epa.gov](mailto:McNeal.Detha@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>; Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>; Hickey, Mike J. EOP/OMB <[Michael.Hickey@omb.eop.gov](mailto:Michael.Hickey@omb.eop.gov)>; Mulligan, James S. EOP/OMB <[James.S.Mulligan@omb.eop.gov](mailto:James.S.Mulligan@omb.eop.gov)>

**Subject:** RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Loretta,

OMB would like to request a presentation from EPA on this VERA/VSIP proposal. We are hoping to get some insight into the broader strategy at play. This could also be an opportunity to informally ask some of our initial questions as we learn more about the package.

Would someone from EPA be available for a meeting this week (potentially Wednesday afternoon, recognizing the time sensitivity of the package)? I can reserve a conference room here at the New Executive Office Building and arrange for building clearance.

Thank you,

Andrea Grossman  
Program Examiner, OMB Environment Branch  
202-395-4756

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**From:** Hunt, Loretta [mailto:[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)]

**Sent:** Thursday, June 22, 2017 6:52 PM

**To:** Hickey, Mike J. EOP/OMB <[Michael.Hickey@omb.eop.gov](mailto:Michael.Hickey@omb.eop.gov)>; Mahoney, Michael J <[Mike.Mahoney@opm.gov](mailto:Mike.Mahoney@opm.gov)>; Snowden, Gregory A <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>; Coleman, Darrell E <[Darrell.Coleman@opm.gov](mailto:Darrell.Coleman@opm.gov)>; Thornton, Cathryn <[Cathryn.Thornton@opm.gov](mailto:Cathryn.Thornton@opm.gov)>; Butler, Monica <[Monica.Butler@opm.gov](mailto:Monica.Butler@opm.gov)>; Grossman, Andrea L. EOP/OMB <[Andrea.L.Grossman@omb.eop.gov](mailto:Andrea.L.Grossman@omb.eop.gov)>

**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>; McNeal, Detha <[McNeal.Detha@epa.gov](mailto:McNeal.Detha@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>

**Subject:** RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

The document attached replaces document #3 sent on 6/16/17.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
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Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Hunt, Loretta

**Sent:** Thursday, June 22, 2017 6:48 PM

**To:** 'Hickey, Mike J. EOP/OMB' <[Michael.Hickey@omb.eop.gov](mailto:Michael.Hickey@omb.eop.gov)>; 'Mahoney, Michael J' <[Mike.Mahoney@opm.gov](mailto:Mike.Mahoney@opm.gov)>; 'Snowden, Gregory A' <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>; Coleman, Darrell E <[Darrell.Coleman@opm.gov](mailto:Darrell.Coleman@opm.gov)>; Thornton, Cathryn <[Cathryn.Thornton@opm.gov](mailto:Cathryn.Thornton@opm.gov)>; Butler, Monica <[Monica.Butler@opm.gov](mailto:Monica.Butler@opm.gov)>;

'Andrea\_L\_Grossman@omb.eop.gov' <[Andrea\\_L\\_Grossman@omb.eop.gov](mailto:Andrea_L_Grossman@omb.eop.gov)>

**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Schulman, Marvin

<[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>; McNeal, Detha <[McNeal.Detha@epa.gov](mailto:McNeal.Detha@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>

**Subject:** Update for EPA's VERA/VSIP business case and targeted positions Email 1 of 2

OPM and OMB,

EPA's Region 9's office had to revise their information to remove one position. The documents attached should replace documents #4 and #6 that were sent on 6/16/17.

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 6/29/2017 1:01:44 AM  
**To:** Allen, Reginald [Allen.Reginald@epa.gov]  
**Subject:** Re: Moving forward with V/V

Not yet. Sorry. Kin is tracking for me. I will check in with her when I get back

On Jun 28, 2017, at 8:53 PM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

Donna

Did they finalize the group you created for HQ ARA equivalents? Can't find it on the global.

Please; Please; Please

Best  
Reggie

*Reginald E. Allen, SES  
Assistant Deputy Chief of Staff  
U.S. Environmental Protection Agency  
Office 202-564-0444  
Direct 202-564-1029  
Cell 202-306-2879*

---

**From:** Vizian, Donna  
**Sent:** Wednesday, June 28, 2017 4:23 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; ARA <ARA@epa.gov>  
**Subject:** Moving forward with V/V

Hi Everyone,

As I mentioned yesterday, OMB requested a meeting on our V/V proposal. The meeting went well. I don't expect their questions to hold up moving forward with the plan, however we do need to provide some additional data. Ex. 5 - Deliberative Process OCFO has graciously agreed to help with this (thanks Carol). We will be reaching out to your staff to help us complete this quickly. Thanks in advance.

Best,  
Donna

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 6/27/2017 12:53:22 PM  
**To:** Jackson, Ryan [jackson.ryan@epa.gov]; Greaves, Holly [greaves.holly@epa.gov]  
**CC:** Flynn, Mike [Flynn.Mike@epa.gov]  
**Subject:** OMB request for meeting on V/V

Ryan and Holly, just letting you know that OMB has requested a meeting on our V/V proposal. They are seeking Wednesday afternoon. We are confirming the level of participation from OMB. If it is not staff level, would either of you like to participate? thanks

Begin forwarded message:

**From:** "Hunt, Loretta" <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Date:** June 26, 2017 at 5:46:13 PM EDT  
**To:** "Vizian, Donna" <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>, "Showman, John" <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>  
**Cc:** "Gray, Linda" <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>, "Carpenter, Wesley" <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>, "Hart, Debbi" <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>, "Parker, Gary" <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>, "Terris, Carol" <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>  
**Subject:** FW: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Donna,

OMB wants to meet with EPA to discuss the agency's business case.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

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**From:** Grossman, Andrea L. EOP/OMB [<mailto:Andrea.L.Grossman@omb.eop.gov>]  
**Sent:** Monday, June 26, 2017 5:31 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>; McNeal, Detha <[McNeal.Detha@epa.gov](mailto:McNeal.Detha@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>; Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>; Hickey, Mike J. EOP/OMB <[Michael.Hickey@omb.eop.gov](mailto:Michael.Hickey@omb.eop.gov)>; Mulligan, James S. EOP/OMB <[James.S.Mulligan@omb.eop.gov](mailto:James.S.Mulligan@omb.eop.gov)>  
**Subject:** RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Loretta,

OMB would like to request a presentation from EPA on this VERA/VSIP proposal. We are hoping to get some insight into the broader strategy at play. This could also be an opportunity to informally ask some of our initial questions as we learn more about the package.

Would someone from EPA be available for a meeting this week (potentially Wednesday afternoon, recognizing the time sensitivity of the package)? I can reserve a conference room here at the New Executive Office Building and arrange for building clearance.

Thank you,

Andrea Grossman  
Program Examiner, OMB Environment Branch  
202-395-4756

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**From:** Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]  
**Sent:** Thursday, June 22, 2017 6:52 PM  
**To:** Hickey, Mike J. EOP/OMB <[Michael.Hickey@omb.eop.gov](mailto:Michael.Hickey@omb.eop.gov)>; Mahoney, Michael J <[Mike.Mahoney@opm.gov](mailto:Mike.Mahoney@opm.gov)>; Snowden, Gregory A <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>; Coleman, Darrell E <[Darrell.Coleman@opm.gov](mailto:Darrell.Coleman@opm.gov)>; Thornton, Cathryn <[Cathryn.Thornton@opm.gov](mailto:Cathryn.Thornton@opm.gov)>; Butler, Monica <[Monica.Butler@opm.gov](mailto:Monica.Butler@opm.gov)>; Grossman, Andrea L. EOP/OMB <[Andrea.L.Grossman@omb.eop.gov](mailto:Andrea.L.Grossman@omb.eop.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>; McNeal, Detha <[McNeal.Detha@epa.gov](mailto:McNeal.Detha@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>  
**Subject:** RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

The document attached replaces document #3 sent on 6/16/17.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Hunt, Loretta  
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**To:** 'Hickey, Mike J. EOP/OMB' <[Michael.Hickey@omb.eop.gov](mailto:Michael.Hickey@omb.eop.gov)>; 'Mahoney, Michael J' <[Mike.Mahoney@opm.gov](mailto:Mike.Mahoney@opm.gov)>; 'Snowden, Gregory A' <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>; Coleman, Darrell E <[Darrell.Coleman@opm.gov](mailto:Darrell.Coleman@opm.gov)>; Thornton, Cathryn <[Cathryn.Thornton@opm.gov](mailto:Cathryn.Thornton@opm.gov)>; Butler, Monica <[Monica.Butler@opm.gov](mailto:Monica.Butler@opm.gov)>; 'Andrea L. Grossman@omb.eop.gov' <[Andrea.L.Grossman@omb.eop.gov](mailto:Andrea.L.Grossman@omb.eop.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>; McNeal, Detha <[McNeal.Detha@epa.gov](mailto:McNeal.Detha@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>  
**Subject:** Update for EPA's VERA/VSIP business case and targeted positions Email 1 of 2

OPM and OMB,

EPA's Region 9's office had to revise their information to remove one position. The documents attached should replace documents #4 and #6 that were sent on 6/16/17.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 4/6/2017 2:29:24 PM  
**To:** Cooper, Marian [Cooper.Marian@epa.gov]  
**Subject:** Re: V/V Talkers

It's in my mail. He did them yesterday

On Apr 6, 2017, at 7:16 AM, Cooper, Marian <[Cooper.Marian@epa.gov](mailto:Cooper.Marian@epa.gov)> wrote:

So – do you have any sense when Barry will have his V/V talkers done? Thanks

Marian Pechmann Cooper  
Chief of Staff  
Office of Administration and Resources Management  
William Jefferson Clinton Federal Building-NORTH (3330)  
Washington, DC 20460  
office number -- 202 564-0620  
office fax -- 202 564-0233

<image003.png>



Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 6/27/2017 12:00:00 PM  
**To:** Reinhold, Mark D [Mark.Reinhold@opm.gov]  
**Subject:** Re: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Thanks. I think we are visiting them tomorrow.

On Jun 27, 2017, at 6:44 AM, Reinhold, Mark D <[Mark.Reinhold@opm.gov](mailto:Mark.Reinhold@opm.gov)> wrote:

Hi Donna - will see what we can find out

- Mark

On Jun 26, 2017, at 5:59 PM, Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)> wrote:

Hi Mark,

Hope all is well. Have you heard anything about OMB questions on our package.

Thanks  
Donna

---

**From:** Hunt, Loretta  
**Sent:** Monday, June 26, 2017 5:46 PM  
**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>  
**Cc:** Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>  
**Subject:** FW: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2  
**Importance:** High

Donna,

OMB wants to meet with EPA to discuss the agency's business case.

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<McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Terris, Carol  
<Terris.Carol@epa.gov>; Hickey, Mike J. EOP/OMB <Michael\_Hickey@omb.eop.gov>;  
Mulligan, James S. EOP/OMB <James\_S\_Mulligan@omb.eop.gov>  
**Subject:** RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of  
2

Loretta,

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Andrea Grossman  
Program Examiner, OMB Environment Branch  
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**Sent:** Thursday, June 22, 2017 6:52 PM  
**To:** Hickey, Mike J. EOP/OMB <Michael\_Hickey@omb.eop.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Grossman, Andrea L. EOP/OMB <Andrea\_L\_Grossman@omb.eop.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Subject:** RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of  
2

The document attached replaces document #3 sent on 6/16/17.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

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**From:** Hunt, Loretta  
**Sent:** Thursday, June 22, 2017 6:48 PM  
**To:** 'Hickey, Mike J. EOP/OMB' <Michael\_Hickey@omb.eop.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>;

Coleman, Darrell E <[Darrell.Coleman@opm.gov](mailto:Darrell.Coleman@opm.gov)>; Thornton, Cathryn  
<[Cathryn.Thornton@opm.gov](mailto:Cathryn.Thornton@opm.gov)>; Butler, Monica <[Monica.Butler@opm.gov](mailto:Monica.Butler@opm.gov)>;  
'Andrea L. Grossman@omb.eop.gov' <[Andrea L. Grossman@omb.eop.gov](mailto:Andrea L. Grossman@omb.eop.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>;  
Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>; McNeal, Detha  
<[McNeal.Detha@epa.gov](mailto:McNeal.Detha@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>  
**Subject:** Update for EPA's VERA/VSIP business case and targeted positions Email 1 of 2

OPM and OMB,

EPA's Region 9's office had to revise their information Ex. 5 - Deliberative Process  
The documents attached should replace documents #4 and #6 that were sent on  
6/16/17.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 6/29/2017 12:45:37 AM  
**To:** Flynn, Mike [Flynn.Mike@epa.gov]  
**Subject:** Re: Moving forward with V/V

They were fine. Hickey was not there. I think we will get approval by the end of next week.

On Jun 28, 2017, at 8:14 PM, Flynn, Mike <Flynn.Mike@epa.gov> wrote:

Thanks Donna for navigating what sounds like a bit of a challenging OMB meeting.

Sent from my iPhone

On Jun 28, 2017, at 4:23 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi Everyone,

As I mentioned yesterday, OMB requested a meeting on our V/V proposal. The meeting went well. I don't expect their questions to hold up moving forward with the plan, however we do need to provide some additional data. **Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process** OCFO has graciously agreed to help with this (thanks Carol). We will be reaching out to your staff to help us complete this quickly. Thanks in advance.

Best,  
Donna

Message

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 4/17/2017 3:20:40 PM  
**To:** Flynn, Mike [Flynn.Mike@epa.gov]  
**Subject:** EPA Workforce Reshaping Information  
**Attachments:**

## Ex. 5 - Deliberative Process

**Importance:** High

Mike – the checklist was modified based on an OMB comment. Replaced it, basically so I don't forget when I turn it around 😊

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 9:56 AM  
**To:** Flynn, Mike <Flynn.Mike@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Mike – I intend to send this after you send your email. The pdfs are the OPM guides – no need to review.

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

## Ex. 5 - Deliberative Process

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

- 1.
- 2.
- 3.

## Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

List of Attachments

1. Ex. 5 - Deliberative Process

## **Ex. 5 - Deliberative Process**

- 2.
- 3.
- 4.
- 5.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

**To:** Allen, Reginald[Allen.Reginald@epa.gov]  
**Cc:** Reeder, John[Reeder.John@epa.gov]; Lesperance, Twanna[Lesperance.Twanna@epa.gov]  
**From:** Vizian, Donna  
**Sent:** Fri 7/14/2017 6:23:00 PM  
**Subject:** RE: Hiring Request for Office of Multi-Media

Thanks Reggie.

**From:** Allen, Reginald  
**Sent:** Friday, July 14, 2017 2:16 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Reeder, John <Reeder.John@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>  
**Subject:** RE: Hiring Request for Office of Multi-Media

Donna

Thanks for considering this and yes they do have the vacancies and FTE to full those positions. The only overlap is the series, the positions and PDs are very different than anything they are offering in VERA/VSIP pool.

The 1001 series "General Arts and Information" has many different jobs like all series. The ones offered in this VERA/VSIP are 4 x Web Communication Specialists (3xGS13 and 1xGS15) and one communications specialist (GS14), these are focused on social media.

The requested position are the same series but very different positions/PD -- Motion Graphics and Video Production Specialist (GS-1001-14) and a Multimedia Production Specialist (GS-1001-13) to do videography, photography and graphic animation in support of the Administrator while traveling.

As an aside the political leadership in OP want video and photo support for the Administrator all the time and at present they cannot fill all the requirements with the Administrator extensive travel schedule – these folks will help that effort.

Best

Reggie

*Reginald E. Allen, SES*

*Assistant Deputy Chief of Staff*

*U.S. Environmental Protection Agency*

*Office 202-564-0444*

*Direct 202-564-1029*

Cell: **Ex. 6 - Personal Privacy**

**From:** Vizian, Donna

**Sent:** Thursday, July 13, 2017 3:49 PM

**To:** Allen, Reginald <[Allen.Reginald@epa.gov](mailto:Allen.Reginald@epa.gov)>

**Subject:** FW: Hiring Request for Office of Multi-Media

Hi Reggie – I am trying to help Mike get through all the requests for outside hires. I need help

## **Ex. 5 - Deliberative Process**

Sent from my iPhone

Begin forwarded message:

**From:** "Hull, George" <[Hull.George@epa.gov](mailto:Hull.George@epa.gov)>

**Date:** July 13, 2017 at 8:29:20 AM EDT

**To:** "Flynn, Mike" <[Flynn.Mike@epa.gov](mailto:Flynn.Mike@epa.gov)>

**Cc:** "Reeder, John" <[Reeder.John@epa.gov](mailto:Reeder.John@epa.gov)>

**Subject:** RE: Hiring Request for Office of Multi-Media



The series for these two positions is 1001, which is Web/Communications Specialist. This series is on the V/V list for OPA. We have 5 of them across OPA, (in the Office of Web Communications and in Office of Multimedia). We are accepting 1 V/V applicant from the 5. - George

**From:** Flynn, Mike  
**Sent:** Thursday, July 13, 2017 7:53 AM  
**To:** Hull, George <[Hull.George@epa.gov](mailto:Hull.George@epa.gov)>  
**Cc:** Reeder, John <[Reeder.John@epa.gov](mailto:Reeder.John@epa.gov)>  
**Subject:** Re: Hiring Request for Office of Multi-Media

George, one question

### **Ex. 5 - Deliberative Process**

Mike Flynn

Acting Deputy Administrator

U.S. Environmental Protection Agency

(202) 564- 4711

Sent from my iPhone

On Jul 10, 2017, at 2:08 PM, Hull, George <[Hull.George@epa.gov](mailto:Hull.George@epa.gov)> wrote:

Hi Mike,

## **Ex. 5 - Deliberative Process**

Message

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**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 7/13/2017 7:49:51 PM  
**To:** Flynn, Mike [Flynn.Mike@epa.gov]  
**Subject:** RE: Hiring Request for Office of Multi-Media

I've asked some questions, will stop by when I have answers

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**From:** Flynn, Mike  
**Sent:** Thursday, July 13, 2017 9:07 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** Fwd: Hiring Request for Office of Multi-Media

Will need to chat with you about this.

Mike Flynn  
Acting Deputy Administrator  
U.S. Environmental Protection Agency  
(202) 564- 4711

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**Cc:** Reeder, John <Reeder.John@epa.gov>  
**Subject:** Re: Hiring Request for Office of Multi-Media

George, one question: **Ex. 5 - Deliberative Process**

Mike Flynn  
Acting Deputy Administrator  
U.S. Environmental Protection Agency  
(202) 564- 4711

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## **Ex. 5 - Deliberative Process**

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**Sent:** 7/13/2017 7:49:11 PM  
**To:** Allen, Reginald [Allen.Reginald@epa.gov]  
**Subject:** FW: Hiring Request for Office of Multi-Media

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## Ex. 5 - Deliberative Process

Mike Flynn  
Acting Deputy Administrator  
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